THE GEORGE BROWN COLLEGE

WINTER PART-TIME COURSES

COMMENCING JANUARY 1977

The George Brown College
of Applied Arts and Technology
P.O. Box 1015, Station B, Toronto, Ontario M5T 2T9

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For information, phone 967-1212

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General Information

Course Commencement Dates

Unless otherwise stated classes in the courses listed in this calendar commence during the week beginning Monday, January 10, 1977.

Registration Dates

Final registration dates for the Winter Term are Tuesday, January 4, Wednesday, January 5 and Thursday, January 6.

Advance Registration

Advanced application may be made in person between 8:30 a.m. and 4:30 p.m., Monday to Friday.

Registration Locations

Candidates are expected to register at the campus conducting the course.

The campus on which a course is conducted is indicated in the course description.

Locations of the campuses are as follows:—

College Campus
507 College Street
Tel: 967-1212, ext. 305 or 306

Kensington Campus
21 Nassau Street
Tel: 967-1212, ext. 606, 608 or 609

Casa Loma Campus
160 Kendal Avenue
Tel: 967-1212, ext. 405

St. James Campus
200 King Street East
Tel: 967-1212, ext. 504 or 510

Fees

The amount of the fee for each course is stated in the course description; each of these amounts includes a $5.00 non-refundable registration fee. In some cases, the cost of laboratory fees and materials may be additional to the stated amount of the fee.

The receipt issued at the time of payment of fees is the official receipt for income tax purposes; please retain it carefully, since a duplicate cannot be issued.

Anyone who has attained the age of 65 on or before the start date of the course will pay fees at the rate of $5.00 (total) for courses up to 60 hours duration. For courses over 60 hours the fee will be $5.00 plus a prorated amount.

Identification

Your receipt is your admit-to-lecture identification and must be shown to the instructor at the beginning of the course and whenever requested.

Refunds

To obtain a refund a student must apply in writing to the admissions office; forms are available at the campus office for this purpose.

Refunds will be made only if requested before the third scheduled session of the course. The $5.00 registration fee is not refundable. In addition a charge of $1.00 per hour of each scheduled session held prior to the date of application for refund will be made, whether or not the student attended classes. If a course is cancelled, full refund will be made.

REQUESTS FOR REFUNDS MUST BE ACCOMPANIED BY THE OFFICIAL RECEIPT.

Transfer Between Courses

Students wishing to transfer between courses must apply in person to the admissions office on the campus for authorization of change in their admit-to-lecture identification and for any fee adjustment which may be required.

Part-Time Studies During The Day

Enrolment in regular day subjects or courses is possible. For further information call 967-1212 or direct inquiries to the day-school admissions office.

Prerequisites

Candidates are advised that many of the courses require considerable related experience. Prerequisites stated are the minimum requirement.

Minimum Enrolments

The college reserves the right to cancel any class for which attendance has dropped below the required minimum and to suspend or combine during the session any classes in which attendance falls below the minimum.

Textbooks and Supplies

Textbooks and supplies for all part-time courses may be purchased at the individual campus bookstores.

Certification

Applicants should inquire at the time of registration concerning certification and accreditation.

Changes in Course Offerings

The description of course offerings contained in this calendar is a statement of intention on the part of the College which will be carried out as closely as circumstances permit. However, the College reserves the right to cancel or to change any of the particulars of course offerings without notice.

ACADEMIC
STUDIES

Academic

Academic Upgrading/College Preparatory

These courses are designed for those who wish to upgrade their academic standing for self-development and career improvement and for entry into Apprenticeship, Vocational training and two-year diploma programs offered at Colleges of Applied Arts and Technology.

Classes begin the week starting February 7, 1977.

English Upgrading 8 ENG 906

Monday and Wednesday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prequisite: Grade 7 English, or ENG 904.
Course Content: Reading, spelling and sentence structure; basic grammatical terms and simple paragraph writing; a refresher in basic English skills for students who have completed public school.

English Upgrading 9 ENG 907

Monday and Wednesday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Grade 8 English or ENG 906.
Course Content: Review of grammar and punctuation as required; descriptive, expository and narrative writing; short reports; introductory business letters; precis writing; vocabulary study; short stories.

English Upgrading 10 ENG 908

Monday and Wednesday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Grade 9 English or ENG 907.
Course Content: Review of grammar and punctuation as required; descriptive, expository and narrative writing; short reports; introductory business letters; precis writing; vocabulary study; short stories, and poetry from Canadian Literature.

English Upgrading 11 ENG 909

Monday and Wednesday
7:00-10:00 p.m.
Casa Loma Campus
75 hours
Fee: $80.00

Prerequisite: Grade 10 English or ENG 908.
Course Content: Basic communications designed to improve reading rate and comprehension, vocabulary range, principles of discussion and debates; the English Language in terms of origin, factors that cause a language to change and standards of usage; essays emphasizing creativity will also be required. Detailed analysis of the short story, poetry and short plays from twentieth century literature.

English Upgrading 12 ENG 910

Monday and Wednesday
7:00-10:00 p.m.
Casa Loma Campus
75 hours
Fee: $80.00

Prerequisite: Grade 11 English or ENG 909.
Course Content: Techniques used by various writers as guidelines for the students in assessing their own work; listening and oral skills with emphasis on debates, presentations, and simulated meetings; detailed analysis of representative twentieth century writers with emphasis on drama and novels.

Mathematics Upgrading 8 MATH 906

Tuesday and Thursday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Grade 7 Mathematics or equivalent.
Course Content: Study of whole numbers, fractions, decimals, percent, and an introduction to the metric system.

Mathematics Upgrading 9 MATH 907

Tuesday and Thursday
7:00-10:00 p.m.
Casa Loma Campus
75 hours
Fee: $80.00

Prerequisite: Grade 8 Mathematics or MATH 906.
Course Content: Review of fractions, decimals and percent, powers, square root, metric system, simple areas, perimeters, volumes, and basic algebra.

Mathematics Upgrading 10 MATH 908

Tuesday and Thursday
7:00-10:00 p.m.
Casa Loma Campus
75 hours
Fee: $80.00

Prerequisite: Grade 9 Mathematics or MATH 907.
Course Content: Study of circles, triangles, theorem of Pythagoras, volumes, weight and capacity; metric conversions; multiplication and division of monomials and binomials; linear equations and graphical solutions; trigonometric ratios, and mensuration.

Mathematics Upgrading 11 MATH 909

Tuesday and Thursday
7:00-10:00 p.m.
Casa Loma Campus
75 hours
Fee: $80.00

Prerequisite: Grade 10 Mathematics or MATH 908.
Course Content: Brief review of grades 9 and 10 Algebra; exponents, scientific notation and formulae; logarithms; mensuration; ratio and proportion; real number system and quadratic surds; plane trigonometry.

Mathematics Upgrading 12 MATH 910

Tuesday and Thursday
7:00-10:00 p.m.
Casa Loma Campus
75 hours
Fee: $80.00

Prerequisite: Grade 11 Mathematics or MATH 909.
Course Content: Brief review of grade 11 algebra; open sentences, equations, and inequalities; relations, functions, and their graphs; quadratic equations; sequences and series; numerical trigonometry.

Introductory Science Upgrading 10 SCI 908

Tuesday and Thursday
7:00-10:00 p.m.
Casa Loma Campus
75 hours
Fee: $80.00

Prerequisite: Grade 9 Mathematics or MATH 907.
Course Content: Introduction to science; measurement, sound, light, electricity, heat and mechanics.

Biology BIO 900

Monday and Wednesday
7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $95.00

Prerequisite: Grade 10 Science or SCI 908.
Course Content: Human anatomy and physiology in the grade 11 or 12 level; structure and function of the various body systems with laboratory work.

Chemistry CHEM 900

Tuesday and Thursday
7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $95.00

Prerequisite: Grade 10 Science or SCI 908.
Course Content: Grade 11 or 12 level; introductory college chemistry with laboratory work.

Physics PHY 900

Tuesday and Thursday
7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $95.00

Prerequisite: Grade 10 Science or SCI 908 and grade 11 Math or MATH 909.
Course Content: Grade 11 or 12 level.

Advanced Technical Evening Classes (A.T.E.C.)

English I ENG 100

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Grade 12 English, ENG 910 or equivalent.
Course Content: Skill in the use of simple, clear, correct English; emphasis on effective oral and written communication, special focus on reading/learning techniques, technical writing, and oral communication of ideas, information and instructions.

Mathematics I MATH 100

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Grade 12 Math, MATH 910, or equivalent.
Course Content: Computations with measured quantities; exact and approximate numbers; scientific notation; analysis or error; slide rule and scales; algebra, logarithms, trigonometry and introduction to analytic geometry.

Mathematics II MATH 200

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: MATH 100 or equivalent.
Course Content: Algebraic notations: binomial theorem, Trigonometry. Analytic Geometry: the straight line, loci, conics, second degree equations. Differential Calculus: limits, derivatives of product, quotient and power functions, rate of change, maxima and minima. Integration: indefinite and definite integrals, areas under the curve, volumes of revolution.

Career Improvement

English (Technical) ENG 530

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Course Content: Related to trades and technologies at the level needed for journeyman status; reading for comprehension, reading for details, reading for main ideas; summarizing information, making notes, and reading as studying; remedial and developmental work in oral and written expression.

Rapid Reading ENG 900

Tuesday, 7:00-9:30 p.m.
Casa Loma Campus
40 hours
Fee: $45.00

Course Content: Designed to help the student improve his reading speed and level of comprehension; current-reading level is determined and an individual program is devised to correct reading problems; emphasis on improving the student's reading speed; modern methods of information processing.

Mathematics MATH 530

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

This course is designed to prepare the student for future studies at the post-secondary level in technical Mathematics; also suitable for electrical apprentices who require credit at the intermediate and advanced levels.
Course Content: Algebraic operations, factoring, linear and quadratic equations, trigonometry, solution of right angle and oblique triangles, logarithms and vectors.

Trade Mathematics I MATH 610

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

This course is designed for tradesmen, apprentices, and persons desiring a foundation in trade Mathematics — basic and intermediate levels for most trades.
Course Content: Whole numbers, fractions, decimals and percentages applied to trade problems; square root calculations and the Pythagorean theorem; calculations involving circles, triangles, compound areas and volumes; manipulation of trade formulae.

Trade Mathematics II MATH 630

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

This course is designed for tradesmen, apprentices and persons desiring advanced study in trade mathematics — intermediate and advanced level for most trades.
Course Content: Manipulation of more complex trade formulae; mensuration; graphs, charts and trade estimating; ratio, proportion and variation; the slide rule.

English for New Canadians ENG 904

Tuesday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Course Content: Designed for persons whose native language is not English, but who possess an ability in English equivalent to that acquired from a basic course in English-as-a-Second-Language. Each student will be tested to determine areas of need and an individual program in language skills will be prepared; emphasis on vocabulary building, correct usage of expressions, idioms, sentence building, reading skill, composition, pronunciation, inflection, accent and conversation.

Psychology - Introductory PSY 161

Monday and Wednesday
7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Classes begin week of January 25.
Course Content: Concepts and theories of psychology: learning, motivation, individual differences; application to practical issues in business and personal life, helping the student to understand himself and others.

Psychology - Advanced PSY 162

Tuesday and Thursday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Classes begin week of January 25.
This course, offered to students who have completed an introductory course in psychology, will examine the basic principles of social psychology, such as group dynamics, group behaviour, organizations, etc. These principles will be applied to issues in modern society and industry.

Astrology (Beginners) ASTR 900

Thursday, 6:00-8:00 p.m.
Casa Loma Campus
40 hours
Fee: $45.00 (plus $15.00 examination fee which is to be paid to the Institute for Astrological Studies)

Course Content: Elements of Astrology; origin and history of Astrology; signs, planets, houses and their relationships. Students will be examined at the end of this basic course before they can continue to the Intermediate course. Information on the requirements for Institute membership is available by telephoning 923-5019.

Astrology (Intermediate) ASTR 901

Monday, 7:00-9:00 p.m.
Casa Loma Campus
Fee: $45.00 (plus $15.00 examination fee which is to be paid to the Institute for Astrological Studies).

Prerequisite: Successful completion of the examination at the Beginner's level.
Course "A" Content: Chart-making, geography, measuring positions of stars and planets, logarithms, mathematics of Astrology.
Course "B" Content: Aspects and introduction to chart interpretation. Students will be examined at the end of each half course and must successfully complete this level before they can continue to the Advanced level course.

The following courses are listed in the Business and Commerce division:

Medical Terminology
Business Law
Economics
English and the Business World

ARCHITECTURAL TECHNOLOGY

ARCHITECTURAL TECHNOLOGY

Architectural Technology

Plumbing Qualification PLUM 902

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Course Content: A refresher course in general plumbing theory and code (Provincial) for those required to write the Ontario Certificate of Qualification examination.

Plumbing Design and Installation PLUM 904

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Journeyman's license or Ontario Certificate of Qualification. Preparation for Master Plumber standing.
Course Content: Review of legislation relevant to the construction industry; examination, discussion and interpretation of the Ontario Plumbing Code; Mathematics and Physics are necessary to understand design problems, discounts, overhead and profit applications.

Air Conditioning Residential and Small Commercial AIR 905

Monday and Wednesday,
7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $95.00

Prerequisite: Employment in the heating or air conditioning industry as journeymen or equivalent.
Selection, installation and service of mechanical air cooled air conditioning equipment to five tons capacity.
Course Content: Refrigeration definitions, cycle compressors, condensers, evaporators, tubing and connections, safety, instruments, electric motors, electrical applied to refrigeration motors, electrical circuits, certified equipment, predicting and controlling sound levels, winter operaton, selection of equipment, estimating, installation start-up, air problems and measurement, and service analysis.

Appliance Servicing — Part I (Electrical Fundamentals and Small Appliances) AP 903

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Grade 10 or satisfactory equivalent.
Course Content: Nature of electricity, basic electrical quantities, Ohm's Law and its application, electrical circuits, magnetism and electromagnetism, ectrical circuitry and fault finding, motors, power and heating effects, electrical measuring instruments, various switching devices, theory and repair of small appliances, ranges.

Appliance Servicing — Part II (Domestic refrigeration) AP 904

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Grade 10 or equivalent.
Course Content: Fundamentals, compression system of refrigeration, refrigerants, liquid feed devices, evaporators, compressors, condensers, electric motor controls, defrosting methods, food preservaton, evaluating and charging, conditioners, circuit tracing, fault finding, service and analysis.

Refrigeration — Part I REF 900

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Employment in the refrigeration industry or some allied trade.
Course Content: Refrigeration fundamentals and principles, compression system of refrigeration, properties of refrigerants, metering devices, expansion valves, evaporators, condensers, compressors, flow equipment, electric controls and control valves, lubrication, servicing (charging and evacuation), trouble shooting problems, shop demonstrations of silver brazing.

Refrigeration — Part II REF 901

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Successful completion of REF 900 or equivalent experience.
Course Content: Review of fundamentals, defrosting methods, compressor drives, instruments and meters, piping and refrigerant lines, pressure drops, heat calculations, refrigerated enclosures, survey of refrigeration applications, humidity in refrigeraton, cooling load calculations, secondary refrigerants, liquid cooling, absorption systems, codes and by-laws, safety precautions.

Gas Fitter I HT 902

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Applicants should have a full Gas Fitter II Licence and be employed in the industry. They will write an examination for the Gas Fitter I Licence.
Course Content: Fundamentals of combustion control, flame detection devices, firing systems, firing sequences and programs, logic diagrams, combustion controls, non-programming and programming, gas fired conversion burners and boilers, boiler classification and terminology, input calculations burner installations, fuel gas analysis and boiler efficiency, types of conversion burners and package boilers, required CGA valve train assemblies, schematic wiring diagrams, commercial hot water heaters, hot water heating units, systems, miscellaneous equipment, multiple hot water heating units, infra-red burners, make-up heaters and gas-fired air conditioning.

Oil Burner III HT 905

Monday and Wednesday,
7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $35.00

Prerequisite: Grade 10 or working with associated trades.
Approximately 40% theory and 60% shop; designed to prepare students to write examinations for Oil Burner Servicing Licence Class III.
Course Content: Types of domestic burners, parts of burners, filters, purposes of controls, settings for basic controls, fuel line problems, safety precautions, public relations, procedure for annual conditioning.

Oil Burner II HT 906

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: HT 905 or satisfactory experience.
Approximately 60% theory and 40% shop; designed to prepare students to write the examination for Oil Burner Servicing Licence Class II.
Course Content: Theory of combustion, types of burners, fuel units, transformers, combustion chambers, nozzles, tank installations, controls, heating systems, wiring diagrams, service procedures, regulations, public relations.

Gas Fitter II HT 907

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $95.00

This course is designed for persons presently engaged in the heating or appliance field, who wish to obtain the necessary knowledge to write the Energy Branch, Gas Fitter II examination for the Gas Fitter II Licence.
Course Content: Properties of natural gas, fundamentals of combustion, gas piping, venting, appliance requirements, fundamentals of gas controls, conversion burners, commercial and industrial utilization, service problems, shop work.

Architectural Drafting — Part I DR 900

Monday and Wednesday,
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Course Content: Drafting equipment and procedure, Canadian symbols and conventions, foundation and floor plans for various types of construction, site plans, typical wall section, window details, door details, stair details, fireplace and chimney details, simple structural steel and reinforced concrete details, freehand sketches.

Architectural Drafting — Part II DR 901

Monday and Wednesday,
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Successful completion of Part I, employment in architectural drafting at the junior level, or graduation at the grade 12 level in architectural drafting.
An elaboration of topics in Part I and addition of new materials and methods to allow progression to the drawing of a complete set of working drawings for a small industrial building. The emphasis of this course is on the skill development required to produce a set of drawings to the highest standard of delineation.
Course Content: Planning drawing layout; presentation drawing in the form of rendered plan and elevation; drawing plans, elevations, full sections, details and structural drawings of commercial or industrial buildings.

Blueprint Reading For The Construction Trades DR 931

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Intended for those working in all branches of the building trades and serves as a foundation for further study. It is also of much practical value to those working in conjunction with the building trades. The content of the course includes the basic principles of drawings and a detailed study of blueprints. Credit toward AR DR 10/20.
Course Content: Orthographic projection, dimensions, pictorial drawing, drawing to scale, symbols and conventions, standard construction, plan study, construction details, plan reading and interpretation.

Blueprint Reading and Estimating CO 910

Tuesday, 8:30-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Of particular interest to personnel employed by the local government building departments who are involved in Residential Rehabilitation assistance and Neighbourhood Improvement programs.
Course Content: Reading architectural, structural, mechanical and electrical drawings for residential construction with particular reference to symbols, conventions and dimensioning required for quantity take off and preparation of estimates; method of measurement of work required in reconstruction, alteration and rehabilitation of residential properties; analysis of prices of various trades including excavation, masonry, carpentry, finishings, roofing, plumbing.

Blueprint Reading for Ironworkers — Part 2 ENDR 951

Monday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $35.00

Prerequisite: ENDR 950 Blueprint Reading Part 1 or equivalent.
A study of blueprints involving; structural scales, symbols and conventional practices, detail prints and dimensioning, shop notes, assembly drawings and bills of material. Current practices and the interpretation of recent structural prints.

Process Piping Drafting — Part I ENDR 903
A.T.E.C. Program (Approved)

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Basic knowledge of mechanical drafting, ENDR 901 or equivalent.
The purpose of the course is to introduce to the draftsman the specialized techniques of process piping drawing.
Course Content: Introduction to orthographic and pictorial piping drawing using single and double line representation, including piping symbols, fittings, valves, piping standards and classifications, schematics and flow diagrams. Materials, fabrication and simplified piping layout.

Process Piping Design
Upgrading Courses For Designers

This is a series of six short courses suitable for Process Pipe designers who may be involved in special technical areas. The courses are designed to help senior piping draftsmen and designers upgrade their knowledge in these specific areas. The courses may be taken singly or in various combinations over a period of time. The courses available in this series are:

ENDR 931 Piping Standards and Codes — Part I
ENDR 937 Piping Standards and Codes — Part II
ENDR 932 Pipe Design and Calculation
ENDR 933 Pipe Stress Analysis and Flexibility
ENDR 934 Pipe Hangers, Supports and Guides
ENDR 935 Process and Energy Systems
ENDR 936 Foundations, Structures and Platforms

The following courses from this series will be available during the period January to March 1977.

Pipe Hangers, Supports and Guides ENDR 934

Monday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $35.00

Course Content: Types of commonly used hangers and their applications. Calculations of hanger weights. The design and use of conventional anchors, guides, and sway braces.

Process and Energy Systems ENDR 935

Monday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $35.00

Course Content: A study of the basic processes employed in various types of processing plants, power generation plants and the utility and service systems.

Foundations, Structures and Platforms ENDR 936

Monday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $35.00

Course Content: Design considerations involved in access platforms, stairways, vessel supports, and pipe racks. The design and conventional practices used for concrete pedestals, foundation blocks, and drain channels.

ATHLETICS & RECREATION

Athletics/Recreation

Applied Underwater Science AUS 800

Wednesdays or Thursdays
7:00-10:00 p.m.
Casa Loma Campus
45 hours
Fee: $50.00

Locations: Wed. 186 Beverly Street (Central)
Thurs. Eastern Commerce High (East End), 16 Phin Avenue.
Starting dates: January 12 & 13.
Course Content: This course is open to anyone with the ability to swim. Covers all aspects of snorkeling and scuba and leads to certification. Open water dives and trips south. All equipment is supplied.

General Fitness FIT 800

Monday and Thursday
7:00-8:30 p.m.
Casa Loma Campus
18 hours
Fee: $23.00

Course Content: This course is designed to improve your fitness level in all areas. Two fitness tests are to be administered. The first test is essential in evaluating the individual's initial fitness or physical level. The exercise program is then designed specifically on the areas that need developing. Group size may range from 6-12 people and is led by an instructor. After the six-week program, there is the retest, which is important in determining the improvement made.
Note: Week of January 10th will be testing week. Please call the Athletic department, Tel. No. 967-1212, Ext. 431 for an appointment.

Ski Conditioning SKI 800

Monday and Thursday
7:00-8:30 p.m.
Casa Loma Campus
18 hours
Fee: $23.00

Starting date November 1.
Course Content: A conditioning program for downhill and cross country skiers. A physical fitness test is given and fitness program designed.

Note: Week of January 10th will be testing week. Please call the Athletic Department, Tel. No. 967-1212, Ext. 431 for an appointment.

Yoga YOGA 800

Wednesday, 7:00-9:00 p.m.
Casa Loma Campus
24 hours
Fee: $29.00

The scientific technique of Traditional Yoga presented in this course will cover physical culture Asana; Pranayama — breathing; meditation — Mind-training. This ancient technique concentrates on individual-self-development for perfect physical and mental well-being. It is strictly individual and teaches methods for independent use.

Tennis (Beginners) TENN 800

Friday, 5:00-7:00 p.m.
Casa Loma Campus
16 hours
Fee: $21.00

Course Content: Learn the art of playing tennis. A beginning game of tennis requires skill on four basic strokes — forehand, backhand, volley, serve — plus footwork.

Tennis (Advanced) TENN 801

Friday, 7:00-9:00 p.m.
Casa Loma Campus
16 hours
Fee: $21.00

Course Content: Advance your knowledge and skills in tennis, with special attention given to forearm, backhand and serving plus tennis strategy.

Indoor Gardening I GARD 800

Wednesday or Thursday
7:00-9:00 p.m.
Casa Loma Campus
20 hours
Fee: $25.00

How to purchase and care for house plants. Plant identification and care, soils, fertilizers, propagation, insects and plant diseases, terrariums, growing plants under lights.

BUSINESS & COMMERCE

BUSINESS & COMMERCE

Business and Commerce

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Business and Commerce

The Business and Commerce Division is offering a number of Part Time Certificate Programs.

These Programs comprise a number of compulsory subjects as well as one or more electives. The following pages feature outlines of the various programs. Course descriptions can be found under the subject area. i.e. ACC under ACCOUNTING or E.D.P. under ELECTRONIC DATA PROCESSING.

NOTE: Register for Part Time Programs or Courses at St. James Campus only.

Certificate Programs are available in:

1. **Accounting**
2. **Business Management**
3. **Court Reporting**
4. **Legal Office Procedures**
5. **Records Management**
6. **Secretarial Practice**

Part Time Certificate Program in Accounting

This program is designed for persons who wish to acquire a thorough knowledge of the main aspects and facets of accounting. It will be of particular interest to those who are already working in junior positions in that field. However, the program is also valuable to all persons interested in a general career in business administration.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses: 4 compulsory, 2 elective

Compulsory for Accounting

ACC 100	Introduction to Accounting
ACC 102	Accounting II
ACC 202	Cost Accounting I
†MATH 214	Statistics I

Electives for Accounting

BUS 900-A	Business Management I
BUS 900-B	Business Management II
†*ENG 201	English and The Business World
†AS 907	Business Law
ACC 200	General Accounting I (Intermediate)
ACC 205	Auditing and Taxation
EDP 900	Introduction to E.D.P.

Any other E.D.P. Course.

* *"English and the Business World" is a compulsory subject for all students whose native language is not English.*

† *Course details appear in Academic Division.*

Accounting
6 Subjects, 4 compulsory, 2 elective

Compulsory Subjects	Jan. 1977	Mar. 1977	Sept. 1977	Jan. 1978
ACC 100	•		•	•
ACC 102	•		•	•
ACC 202		•	•	
MATH 214		•	•	
Elective Subjects				
BUS 900-A	•		•	•
BUS 900-B	•		•	•
ENG 201	•	•	•	•
AS 907		•	•	
ACC 200		•	•	
ACC 205				
EDP 900		•	•	

Part Time Certificate Program in Business Management

The prime purpose of this program is to develop potential managers and persons presently employed in junior managerial positions of Canadian businesses.

Entrance requirements for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses: 4 compulsory, 2 electives

Compulsory for Business Management

BUS 900-A	Business Management I
BUS 900-B	Business Management II
MARK 100	Marketing
ACC 100	Accounting I

Elective for Business Management

EDP 900	Introduction to Data Processing
ACC 202	Accounting II
ACC 202	Cost Accounting I
†*ENG 201	English and The Business World
†MATH 214	Statistics I
AS 907	Business Law
†LAW 202	Procedural Law
PHD 100	Introduction to Physical Distribution Systems
BUS 101	Human Relations
BUS 211	Human Resources Management

* *"English and the Business World" is a compulsory subject for all students whose native language is not English.*

† *Course details appear in Academic Division.*

Business Management
6 Subjects, 4 compulsory, 2 elective

Compulsory Subjects	Jan. 1977	Mar. 1977	Sept. 1977	Jan. 1978
BUS 900-A	•		•	•
BUS 900-B		•	•	
MARK 100	•		•	•
ACC 100	•		•	•
Elective Subjects				
EDP 900	•		•	•
ACC 102	•		•	•
ACC 202		•	•	
ENG 201	•	•	•	•
MATH 214	•	•	•	•
AS 907		•	•	
LAW 202		•	•	
PHD 100	•	•	•	•
BUS 101		•	•	
BUS 211	•		•	•

Part Time Certificate in Court Reporting

This program will prepare students for employment in the court reporting field and will enable them to write the CHARTERED SHORTHAND REPORTERS' ASSOCIATION examinations.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

8 Subjects: all compulsory

TYP 905	Advanced Typing (Speed objective 60 w.p.m.)
SHM 900	Machine Shorthand (Theory)
*SHM 901	Machine Shorthand (Speed)
SH 901	Shorthand Advanced Speed Level (Entrance Requirement of 120 w.p.m.)
BUS 308	Court Procedures
†ENG 301	English and The Legal World (to include Terminology)
†ANAT 100	Medical Terminology I
†ANAT 101	Medical Terminology II

* *Can be waived if student attained 100 w.p.m. in SHM 900.*
† *Course details appear in Academic Division.*

Note:
SH 901 and BUS 308 are available as a combined subject during the Fall Term on Tuesdays and Thursdays from 6:00 to 9:00 p.m.

Court Reporting
all subjects are compulsory

Compulsory Subjects	Jan. 1977	Mar. 1977	Sept. 1977	Jan. 1978
TYP 905	•	•	•	•
SHM 900			•	
SHM 901	•	•	•	•
SH 901			•	
BUS 308	•		•	•
ENG 301		•	•	
ANAT 100	•	•	•	•
ANAT 101	•	•	•	•

Part Time Certificate Program in Legal Office Procedures

This program will provide successful graduates with the necessary skills and knowledge for entry into stenographic/secretarial positions usually found in legal offices.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses: 5 compulsory, 1 elective

Compulsory Courses

TYP 905	Advanced Typing
SHP 900	Pitman Shorthand I
	OR
SHF 900	Forkner Shorthand I
*SHP 901	Pitman Shorthand II
	OR
*SHF 901	Forkner Shorthand II
OP 203	Legal Office Practice
†ENG 201	English and The Business World

Elective Course — One of the Following

†AS 907	Business Law
†LAW 202	Procedural Law
†ENG 301	English and The Legal World
BM 905	Dictaphone
BOK 552	Bookkeeping

* *English and the Business World" is a compulsory subject for all students whose native language is not English.*

** *Can be waived if student attained 100 w.p.m. in SHP 100 or SHF 100.*

† *Course details appear in Academic Division.*

Legal Office Procedures
6 Subjects, 5 compulsory, 1 elective

Compulsory Subjects	Jan. 1977	Mar. 1977	Sept. 1977	Jan. 1978
TYP 905	•	•	•	•
SHP 900			•	
or				
SHP 900			•	
SHP 901	•	•	•	•
or				
SHF 901	•	•	•	•
ENG 201	•	•	•	•
OP 203			•	
Elective Subjects				
AS 907		•	•	
LAW 202		•	•	
DIC 505	•	•	•	•
BOK 552	•	•	•	•
ENG 301	•			•

Part Time Certificate Course Program in Records Management

This program may be of interest to all people who are presently involved in the management of business communications, EDP records, files, forms and reports, records system and procedures, retention, protection and disposal of vital records.

Persons aspiring to Management positions in these areas should find that this program is particularly helpful.

At present the program consists of the compulsory courses listed below.

RM 900	Introduction to Records Management
RM 901	Advanced Records Management
RM 902	Forms
RM 903	Manuals
MICRO 900	Microfilm for Your Business

Part Time Certificate in Secretarial Practice

This program will appeal to applicants who wish to embark on a career in the stenographic/ secretarial field as well as those who wish to refresh old skills in order to return to office positions.

Entrance requirements for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses: 5 compulsory, 1 elective

Compulsory Courses

TYP 905	Advanced Typing
**SHP 900	Pitman Shorthand I
	OR
**SHF 900	Forkner Shorthand I
SHP 901	Pitman Shorthand II
	OR
SHF 901	Forkner Shorthand II
OP 101A-B	Typing and Office Practice Parts I & II
*†ENG 201	English and the Business World

Elective Course — One of the Following

†AS 907	Business Law
BM 905	Dictaphone
EDP 900	Introduction to Data Processing
MARK 100	Marketing
BOK 552	Bookkeeping

** "English and the Business World" is a complusory subject for all students whose native language is not English.*

*** Can be waived if student attained 100 w.p.m. in SHP 100 of SHF 100.*

† Course details appear in Academic Division.

Secretarial Practice
6 Subjects, 1 compulsory, 1 elective

Compulsory Subjects	Jan. 1977	Mar. 1977	Sept. 1977	Jan. 1978
TYP 905	•	•	•	•
SHP 900	•		•	
or				
SHF 900			•	
OP 101-A	•		•	•
plus				
OP 101-B	•		•	•
ENG 201	•		•	•
SHP 901	•	•	•	•
or				
SHF 901	•	•	•	•
Elective Subjects				
AS 907		•	•	
DIC 505	•	•	•	•
EDP 900	•			•
MARK 100	•		•	•
BOK 552	•	•	•	•

Accounting & Bookkeeping

Accounting I ACC100

Tuesday, 6:30-9:30 p.m.
St. James Campus
45 hours
Fee: $50.00

Course Content: Fundamental principles of accounting; the entire bookkeeping cycle, including journal, posting, preparation of trial balance, adjusting and closing entries and preparation of a post-closing trial balance; controlling accounts and specialized journals; a detailed study of accounts receivable, inventory valuation, fixed assets and depreciation, natural resources and depletion; the voucher system; notes and interest; payroll accounting.
NOTE: Students enrolled in the certificate program must attain a "B" standing in order to proceed further.

Accounting II ACC102

Wednesday, 6:30-9:30 p.m.
St. James Campus
45 hours
Fee: $50.00

Course Content: Partnerships: formation, division of profits, admission of new partner, goodwill and revaluation of assets, dissolution and liquidation; limited companies; organization and operation, share capital transactions, retained earnings, dividends and reserves, extraordinary gains and losses; bonds payable and sinking funds; investments; departmentalization and control; manufacturing accounting.

Bookkeeping I BOK 552

Monday, 6:30-9:30 p.m.
St. James Campus
60 hours
Fee: $65.00

Course Content: Starting a bookkeeping system; recording transactions affecting balance sheet amounts; recording transactions affecting income and expense amounts; the income statement and the balance sheet; journalizing, posting and taking a trial balance; the six-column work sheet; closing entries and post-closing trial balance; special journals and subsidiary ledgers; financial reports.

Bookkeeping II BOK 900

Wednesday, 6:30-9:30 p.m.
St. James Campus
45 hours
Fee: $50.00

Prerequisite: BOK 552 or equivalent.
The course will briefly review basic bookkeeping procedures and continue on to more specialized areas.
Course Content: Miscellaneous general journal entries; synoptic journal; voucher and inventory systems; budgets, bad debts, depreciation, accruals.

Statistics MATH 214

Tuesday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Course Content: The elements of statistics as applied to business. Treatment of numerical data: graphical representation, the analytic method. Frequency distributions, measures of central tendency and spread. Index numbers, introduction to time.

Keypunch and Verifier

Data Processing — Keypunch and Verifier EDP 570

Monday and Wednesday, or Tuesday and Thursday
St. James Campus
100 hours
Fee: $105.00
Materials: $15.00

Prerequisite: Grade 10 plus 35 w.p.m. in typing. In lieu of a Grade 10 a pass mark in the Keypunch aptitude test is acceptable. Foreign students are also subject to an English test.
This course will bring the student to a high standard of accurate speed and machine familiarity so that the operator will be able to produce an acceptable quantity of high quality work.
Course Content: 20 taped lessons prepared by IBM for Keypunch Models 029, 129, 3742, plus 1601, 1610 Univac Verifier punch and Verifying Interpreting punch; the operation and names of the various parts of the machines.

Business Management

Human Relations BUS 101

Wednesday, 7:00-10:00 p.m.
St. James Campus
45 hours
Fee: $50.00

An introduction to the fundamental principles of human relations; an analysis of the general nature of man as viewed from various thinkers, sciences and disciplines such as philosophy, psychology, economics, political science, theology, sociology, music, poetry, art, modern business management theories, etc.; an elementary examination of such topics as: Who am I? (self-awareness); effective communications; effective listening. Students are encouraged to read, research books, periodicals, and to develop a deeper appreciation that all knowledge is potentially valuable as an insight into human relations and human behaviour.

Human Resources Management BUS 211

Thursday, 7:00-10:00 p.m.
St. James Campus
45 hours
Fee: $50.00

This is a course designed to develop a student's skills in such areas as Communications, motivation, organizational skills, self-initiative, basic management techniques. The course attempts to simulate as much as possible a real business environment.

Business Management I BUS 900-A

Tuesday, 6:30-9:30 p.m.
St. James Campus
45 hours
Fee: $50.00

First of a two-part course for people in junior of middle management positions. Compulsory subject for the Business Management Certificate (Part-time).
Course Content: Background; orientation, definition of a manager, importance of the environment. Business in Canada; an overview, nature and importance of business history, corporate structures, participation in planning a company. Principles; decision making and policy formulation, organizing and staffing, planning and controlling, communication and directing. Management; qualifications, senior management, first line management, middle management.
Case studies for each major topic.

Business Management II BUS 900-B

Tuesday, 6:30-9:30 p.m.
St. James Campus
45 hours
Fee: $50.00

Second part of a two-part course for people in junior or middle management positions. Compulsory subject for students enrolled in Business Management Certificate (Part-time).
Course Content: Functions; production, marketing, financial and personnel functions. Current and future concerns; business and government, international corporations, business in the future.
Case studies for each major topic.

English and the Business World ENG 201

Tuesday and Thursday
7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Course Content: This course in business communication covers a great variety of letters, written from both the business firm's and consumer's point of view, including letters of application, claim, credit, inquiry, and sales; mechanics of the language, particularly as they arise in student writing; reports; resumes; and oral communication, consisting of interviews, telephone techniques, prepared talks, discussion and debate.

Women in Business BUS 903

Tuesday, 7:00-10:00 p.m.
St. James Campus
30 hours
Fee: $35.00

A practical and positive introduction to management development for women; this course will help you start your own business or move up the management ladder.
Course Content: Room at the top; self analysis and career planning, resume, business letter writing. The myths; recognizing and overcoming the discrimination against females in the management structure. The law and the business community. Accounting; bookkeeping records, one write systems, reading and analysis of a financial statement. Managing time; effective controls for profitability. Family property law; a discussion of wife's property rights, government regulations. Banking system. Budgets; financial forecasting, credit and collections. Purchasing and inventory control. Marketing and merchandising; techniques, sales forecasting, sales analysis. Public relations and advertising.

There will be a number of prominent guest speakers. Each major topic will be supplemented by film.

Procedural Law LAW 202

Thursday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Practice and procedure before the various courts in Ontario. Rules of court and pleadings. Rules of evidence. Court officials and procedures in court offices and registries and in other registries. The role of the lawyer with respect to the courts, to other lawyers, and to the clients.

Marketing MARK 100

Wednesday, 7:00-10:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Prerequisite: Grade 12 or equivalent.
Course Content: Introduction to basic marketing concepts and practices as related to the consumer; marketing terminology, controllable and non-controllable variables, target market identification by demographic and geographic segmentation.
Compulsory Subject for Certificate in Advertising.

Marketing Research & Information Systems MARK 202

Wednesday, 6:30-9:30 p.m.
St. James Campus
45 hours
Fee: $50.00

Designed for the user of information rather than for the technical research specialist, the course emphasizes the definition of decision-oriented information needs and the interpretation of information results. Sampling and measurement techniques are studied. Text, cases, project.

Marketing Management I MARK 205

Tuesday, 6:30-9:30 p.m.
St. James Campus
45 hours
Fee: $50.00

Prerequisite: MARK 100.
This course, with MARK 206, interrelates elements of the marketing mix that were studied separately in previous course, by comparing various strategies, their underlying causes, and relating these to product and price. Text, cases, computer simulation, project.

Marketing Management II MARK 206

Tuesday, 6:30-9:30 p.m.
St. James Campus
45 hours
Fee: $50.00

Prerequisite: MARK 205.
This course provides an intensive survey of management decisions related to marketing planning and strategy, buyer behaviour, distribution and promotional strategies. The study of realistic company cases will provide the student with a deeper understanding of business problems in these areas.

Merchandising Today MARK 900

Tuesday, 6:00-8:00 p.m.
St. James Campus
30 hours
Fee: $35.00

This is a general course designed to give the student a background in merchandising, including accounting principles and merchandising techniques used in retailing today.
Course Content: Changing retail environment; retail organization: formulation of buying policies; negotiation of price and quantities.

Introduction to Records Management RM I RM 900

Wednesday, 6:00-9:00 p.m.
St. James Campus
52 hours
Fee: $60.00

Course Content: This basic course is designed to introduce the student to the broad range of subjects covered by Records Management. Lectures, syndicate exercises and discussions will help to define problem areas, possible solutions and benefits that can be gained by better control of all records. Emphasis is on training the student for supervised work.

Advanced Records Management RM II RM 901

Wednesday, 6:00-9:00 p.m.
St. James Campus
52 hours
Fee: $60.00

Prerequisite: RM 900.
Course Content: An in-depth study of the subjects covered in RM 900 will help to develop further previously acquired knowledge. Syndicate exercises and discussion of relevant topics will help to provide the practical back-ground necessary for management positions in the profession.

Forms RM III RM 902

Thursdays, 6:00-9:00 p.m.
St. James Campus
52 hours
Fee: $60.00

Course Content: This is an advanced course, designed to provide the student with the specific knowledge and management, and paper work simplification. Lectures, syndicate exercises and discussions will again be the vehicles to allow maximum participation from students, who are encouraged to bring work-related problems for solution.

Manuals Management RM V RM 903

Wednesday, 6:00-9:00 p.m.
St. James Campus
52 hours
Fee: $60.00

Course Content: Introduction; program elements, production procedure I; production procedure II; effective writing I; effective writing II; captlon writing; playscript writing; directives control; supplies; correspondence management; correspondence standards; course review.

Microfilm For Your Business MICRO 900

Tuesday, 6:00-9:00 p.m.
St. James Campus
30 hours
Fee: $55.00

Course Content: Advanced microfilming techniques; demonstration of representative microfilm applications; advantages and disadvantages of various microforms; objective analysis of equipment in terms of specific applications.

Electronic Data Processing

Introduction to Data Processing EDP 900

Wednesday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $50.00

This course provides an overview of business data processing which will prepare the participant for further study in the areas of programming and systems analysis. Topics include hardware and software features, programming languages, flowcharts, and programming experience.

Cobol I EDP 101

Tuesday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Language mechanics of COBOL are introduced and students gain practical experience by writing programs to solve business type problems. Emphasis is placed on documentation of programs.

IBM/370 Assembler I EDP 102

Mondays, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $50.00

This course introduces IBM/370 architecture and discusses in detail the components of the IBM/370 series of computers. Topics include hardware and software features while emphasizing programming in Assembler language.

Cobol II EDP 200

Tuesday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Prerequisite: A "C" standing in COBOL I or equivalent.
Applications such as accounts receivable and payroll are the subject of programming assignments. Techniques include sorting, summarizing and master file update.

Advanced Programming EDP 204

Monday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Prerequisite: Approval by the instructor.
Applications requiring several Interactive programs and involving the use of direct access storage are designed by the class. Individually, students write the necessary programs to install and maintain the applications. COBOL is the primary language, however, techniques for insertion of segments in other languages are introduced.

Systems Analysis II EDP 206

Wednesday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Prerequisite: A "C" standing in Systems Analysis I or equivalent.
This advanced course on Systems Analysis involves active participation in problem investigation and encourages analytical examination of facts prior to the presentation of a proposed solution.

Insurance Courses Leading to A.I.I.C. or F.I.I.C.

Principles and Practice INS 900

Monday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Introducing the Insurance business; the organization and operation of Insurance; Law; basic documents — applications; binders and policies; from application to expiry; reinsurance; federal and provincial controls; production of business; adjusters; underwriters' associations or boards; history; how to read a policy.

Property I INS 901

Wednesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Basic fire insurance policy, extended coverage endorsement; Insurance Act provisions — fire insurance; Fire Statutory Conditions; coconcepts relating to

property insurance, coinsurance, mortgage clauses; dwelling fire insurance coverages; dwelling extended coverage endorsement; introduction to inland marine and multi-peril, general features of inland marine and multi-peril forms and underwriting of these forms; householders' named perils, personal effects floater, fine arts policy, miscellaneous coverages; composite dwelling policy, homeowners' policy, tenants' package policy; co-operatives and condominiums.

Property II INS 902

Tuesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Business fire coverages; extended coverage endorsements E.C.K.L.J. rating; fundamental principles and purposes of underwriting; practice of underwriting; the mechanics of underwriting; insurance plans; plan drawing; mercantile coverages and commercial coverages designed for specific purposes; bailees; coverages; real property insurance; basic fire policy; survey practice.

Liability INS 903

Thursday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

The law of Negligence — Common Law — basic principles, the courts, employer and employee, independent contractors, dangerous things, animals, children and parents, damages, liability of owners and occupiers for dangerous land or premises, public authorities, conflict of laws, fatal accidents, defences.
The Law of Negligence — Province of Quebec.

Insurance on the Person INS 904

Wednesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

History, types of policies, premiums, multi-party policies, computation of premiums — mortality, interest, expenses; office reserves — policy values, annual statements; savings and protection — uses of policies, effect of taxation; the Insurance Act; underwriting life insurance; business life insurance, pension plans, group insurance, equity investments, agency systems.
Accident and Sickness — history, the Insurance Act, Statutory Conditions; coverages, underwriting, group insurance.

Burglary and Fidelity INS 905

Tuesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Definitions, policy conditions; Robbery insurance — interior messenger and paymaster robbery (hold up) policy; Burglary insurance — safe burglary policy, mercantile stock burglary, damage to buildings by burglary or robbery; Theft insurance — church theft, residence theft; Broad form coverage — money and securities policy (broad form); Safe deposit box policies — standard safe deposit box policy (lessee's burglary and robbery cover), lessee's cover (broad form), lessor's cover (blanket insurance), lessor's cover (liability insurance); fidelity, forgery; Package policies — comprehensive dishonesty, disappearance and destruction policy, office — store burglary and robbery, broad form storekeepers, brokers blanket bonds; physical protection; underwriting; rating; claims.

Automobile INS 907

Tuesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Introduction and development, and applications in general, applications for Owner's form (S.P.F. I); Owner's form — Section A — Third Party Liability; Owner's form — Section B Accident Benefits coverage; Owner's form — Section C — Own damage; General provisions, definitions and exclusions; Automobile insurance law and Statutory Conditions; endorsements which may be used with Owner's form; Non-owned Liability insurance; garage coverages; automobile insurance variations in the provinces; financial responsibility laws; highway victims indemnity funds; absolute liability, filing proof of financial responsibility; facility; compensation without fault; rating, claims.

Loss Adjustment and Claim Settlement INS 908

Wednesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Adjusting in general, the adjuster's obligations, ethics; the contract — definition of terms, types of contract; relationships — waiver and estoppel, non waiver agreements, proximate cause, without prejudice, reports; subrogation; aids to implementing adjustments — catastrophe plan, arbitration agreements, Insurance Crime Prevention Bureau, guiding principles; first party claims; public liability insurance; products liability; professional liability; bond claims — fidelity and surety; preserving the evidence; litigation; termination of a claim.

Casualty Covers INS 909

Thursday, 5:30-9:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Glass Insurance — policy coverage, underwriting, claims; Surety bonds — underwriting terms, principles of suretyship, miscellaneous bonds, contract bonds, fiduciary bonds, administration bonds, underwriting, cancellation, surety claims procedure; Boiler and machinery insurance — history, main classes of objects for insurance, the policy, schedules and endorsements, rating, indirect insurance; Aviation insurance — aviation aircraft liability insurance, underwriting and rating, endorsements, additional coverages, aviation general liabilities, premises and operations liability, hangarkeeper's liability, products and completed operations liability, employer's liability and workmen's compensation, aviation accident insurance, air cargo liability insurance; miscellaneous coverages — water damage insurance, weather insurance, crop hail insurance, live stock mortality insurance, commercial credit insurance.

Fire Prevention and Protection INS 910

Thursday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Principles and practice of fire equipment; hand operated fire extinguishing equipment; automatic sprinkler protection and other special fire extinguishing equipment; private fire alarm services and equipment; public fire protection.

Business Interruption INS 911

Monday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Purpose, terminology, insured perils, policy periods — indemnity period, American vs. British approach, insurable interest.
Earnings insurance no co-insurance, gross earnings, insurance, profits insurance, other forms, some practical points, loss adjustment.

Property Loss Adjustment INS 912

Thursday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Obligations of the insured and insurance company in event of loss; the adjuster — his investigation and reports; the policy; determining the loss; determining the cause and point of origin of fires; criminal code offences; coinsurance, pro-rata distribution, apportionments; guiding principles; arbitration; miscellaneous coverages; special procedures; business interruption; extended coverage; forms and documents; aids to implementing adjustment.

Insurance Accounts and Finance INS 913

Wednesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Government control of insurance companies; general principles of bookkeeping and insurance accounts, systems and methods, inter-relationship of accounting and statistical departments; books and records of original entry and subsidiary ledgers, general ledger, profit and loss account and balance sheet, premium reserves and loss reserves; collection and credit; agents accounts; reinsurance accounts; statistics; taxation of general insurance companies; investments.

Fire Hazards INS 915

Wednesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

A comprehensive study of fire hazards in general and building construction, in particular.
Within these terms of reference this course covers the various types of building materials, and treats in descriptive and graphic forms, many types of structure — with special emphasis on fire resistance.
The course draws attention to the study of fire hazards such as those attending heating, lighting, and housekeeping, and to the relationship of these hazards to ignition, combustion — as well as to volatility and flammability.

Bodily Injury Claims INS 916

Thursday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Course Content: Investigation and Background, Anatomy, Bodily Injury, Bodily Injury Treatment, Interpretation of Medical Reports, disability, Rehabilitation, the Evaluation, Negotiation and Settlement of Bodily Injury Claims.

Principles and Practice of Marine INS 923

Monday and Wednesday
5:30-8:30 p.m.
St. James Campus
60 hours
Fee: $65.00

Function of marine insurance; marine insurance and trade; marine insurance markets; associations; Lloyds; insurance accounts; effecting insurance; types of policies; the policy form — construction, principles of interpretation, wording; the voyage; the vessel; insured perils; assignments; definitions of pertinent terms; losses; the adjustment; general average; salvage, double insurance, subrogation, returns of premium; Hull insurance clauses, Institute Time clauses, Canadian and American clauses, Cargo clauses, other frequently used clauses; floating policies; open covers; reinsurance; Marine Insurance Act; York-Antwerp Rules; average adjusters.

General Insurance Essentials INS 950A

Thursday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $45.00

This course is offered in two sections. The first one deals with structures of the industry, office procedures and automobile insurance. It is designed for persons working in clerical or similar positions and is offered in co-operation with the Insurance Institute of Canada.

General Insurance Essentials INS 950B

Thursday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $45.00

Continuation of INS 950A covering personal lines, claims, principles, law and government controls. Upon completion of this second section, credit will be granted for CC1 - INS 900 and one other optional subject in the A.I.I.C. offerings.

Business Law AS 907

Tuesday and Thursday
5:30-8:30 p.m.
St. James Campus
60 hours
Fee: $65.00

Course Content: Designed to provide an understanding of Common Law as it applies to private citizens and to persons engaged in small business enterprises; definitions and explanations of contracts, employment, agency, the sale of goods, insurance, real estate, partnership, bankruptcy, negotiable instruments, business crime, torts.

Economics EC 903

Monday and Wednesday
5:30-8:30 p.m.
St. James Campus
90 hours
Fee: $95.00

Course Content: Basic economics and industrial organizations: forms of economic organization and their strengths and weaknesses. Monetary theory: money, credit and banking, Canadian banking system. Forms of business organization and business financing. Supply and demand, business cycles and compensatory countercyclical fiscal policy. Labour economics. Insurance. Civics, organization of federal, provincial and municipal governments.

Clerical and Secretarial Skills

Court Procedures BUS 308

Wednesday, 7:00-10:00 p.m.
St. James Campus
45 hours
Fee: $50.00

The purpose of this course is to familiarize the student with the duties performed by a court reporter and the manner in which a court functions.

English and the Legal World ENG 301

Wednesday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Course Content: This course will contribute to the development of the highly specialized legal vocabulary required and will also help to generate a first-rate general vocabulary. It will give extensive experience in transcribing accurately from the spoken word and will include punctuation, capitalization, and grammar. It will demonstrate man's view of law and justice as seen by fiction and non-fiction writers. Since the focus of attention is law, the student will be exposed to the extraordinary effect that the law in all its forms — legislative, judicial, ecclesiastical, and military — has had on literature. This course will include research on the historical derivatives of current law and study of A Manual For Court Reporting.

Medical Terminology Part I ANAT 100

Tuesday, 7:00-9:00 p.m.
Casa Loma Campus
30 hours
Fee: $35.00

Course Content: Terminology related to normal structure and function of the various body systems; some laboratory work.

Medical Terminology Part II ANAT 101

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $35.00

Prerequisite: ANAT 100
Course Content: Terminology related to the abnormal (diseases, disorders); nomenclature and therapeutic action of common drugs.

Typing and Office Practice OP 101-B

Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Prerequisite: OP 101-A or TYP 905.
Course Content: Performing additional office duties: telegraphic messages and services; bank and credit services; mechanized office operations advancement on the job; further development of typing skills.

Dictaphone BM 905

Monday and Wednesday, or
Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: A thorough knowledge of business English, spelling and setup of letters (minimum of grade 11), plus a typing speed of 45 w.p.m.
Designed to prepare the student to become an accredited dictaphone secretary, with an initial capacity of 60 fifteen-line letters a day.
Course Content: Typing from dictabelt records put out by the Dictaphone Corporation.

Typewriting I (Beginning) TYP 901

Monday and Wednesday, or
Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Basic knowledge of English.
The purpose is to: (a) achieve a mastery of the keyboard using the touch system, (b) achieve 20 w.p.m. on five-minute tests.
Course Content: All the keys will be taught with special emphasis on the touch system (posture, good stroking, rhythm and correct fingering are an integral part.) The names, care, and proper manipulation of the parts of the machine will be introduced as required.

Typewriting II (Intermediate) TYP 903

Monday and Wednesday or Tuesday and Thursday
6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: 20 w.p.m. typing or TYP 901.
Course Content: Basic production skills, for example centering and tabulation. Emphasis will be placed on speed development and remedial work. Speed objective is 35 w.p.m.

Typewriting III (Advanced) TYP 905

Monday and Wednesday or Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: 35 w.p.m. or TYP 903.
The purpose is to: (a) further develop typewriting skills and to concentrate on more advanced typewriting setups; (b) achieve 50-55 w.p.m. on ten-minute tests.
Course Content: During this course, emphasis will be placed on practical typing of tabulation-tables, and financial statements; centering of menus, programs, announcements; business letters — different styles, placement, carbon copies and envelopes; essential business forms; erasures and corrections; squeezing and spreading; duplicating — the typing of dittos, stencils, and offset masters.

Basic Typewriting — Lumisonic TYP 900

One hour per night — four nights per week — ten weeks
40 hours
St. James Campus
Fee: $45.00

An intensive course in keyboard typewriting, taught using the lumisonic system; designed to develop quickly a high keyboard typing speed.
Course Content: The first six hours will be spent learning the keyboard with emphasis on posture, good stroking, rhythm and correct fingering. Later lessons will develop speed and accuracy to a high degree using modern, programmed instructional techniques. This course is primarily designed as a first step towards a keypunch operators course.
This course is available in the morning.

Typing — Speed Development TYP 902

Monday to Thursday, 6:00-8:00 p.m.
64 hours
St. James Campus
Fee: $70.00

A course on electric typewriters designed for persons with previous typing experience. A typing speed of approximately 50 w.p.m. with a high degree of accuracy is the objective of this course. This will be achieved through remedial and corrective drills as well as sustained timed writings.
This course is also available in the daytime.

Pitman Shorthand — Refresher Course SH 900

Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
90 hours
Fee: $95.00

Prerequisite: Grade 12 English or equivalent; a reasonable knowledge of the theory.
Course Content: Quick review of the principles of Pitman Shorthand; emphasis on facility in the use of shortforms, contractions, intersections and phrases; attention to development of speed.

Pitman Shorthand — Speed Development SHP 901

Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: SHP 900 or equivalent, and 45 w.p.m. in typewriting, plus grade 12 English or equivalent.
To further develop facility in writing shorthand of average commercial difficulty at speeds up to 120 w.p.m., and in transcribing from notes at the typewriter.
Course Content: Development of skill in writing and reading shorthand notes, with emphasis on short-forms and phrases; practice in transcribing notes at the typewriter in acceptable, mailable form.

Forkner Shorthand — Theory SHF 900

Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
120 hours
Fee: $125.00

Prerequisite: Grade 12 English or equivalent and a minimum of 35 w.p.m. in typewriting.
This level provides a basis for the development of speed in writing shorthand.
Course Content: A presentation of the principles of the system, together with extensive dictation which begins as early as lesson 5. The average student can attain speeds of up to 80 w.p.m. in this course.

Forkner Shorthand — Speed Development SHF 901

Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Completion of theory level, plus grade 12 English or equivalent, and 45 w.p.m. in typewriting.
For persons desiring to develop facility in writing Forkner shorthand at speeds up to 120 w.p.m.
Course Content: Development of facility in writing and reading shorthand notes within the 3,000 word high-frequency range which makes up 97% of all ordinary dictation material; practice in transcribing notes at the typewriter.

Residential Property Management

Evening courses of study in Residential Property Management are being offered at George Brown College to those people wishing to become property managers or to those people already in the industry wishing to upgrade their skills.

Law LAW 111

Tuesday, 5:30-7:30 p.m.
St. James Campus
30 hours
Fee: $35.00

A detailed analysis of the Landlord and Tenant Act as well as the current rent review legislation. In addition, the Law of Contract, Real Property Law and Master and Servant Law will be covered.

Accounting ACC 111

Tuesday, 7:30-9:30 p.m.
St. James Campus
30 hours
Fee: $35.00

This course deals with the accounting function of a property management company from journal entries to trial balance and from setting up ledgers to profit and loss statements.

Resident Relations REL 111

Wednesday, 5:30-7:30 p.m.
St. James Campus
30 hours
Fee: $35.00

A course detailing the leasing, occupancy, renewal and termination of the resident as well as outlining the rights and responsibilities of the tenant and management.

Security and Safety SEC 111

Thursday, 5:30-7:30 p.m.
St. James Campus
30 hours
Fee: $35.00

Includes analysis of the need for security and fire prevention, burglar alarms, smoke detectors and an understanding of the responsibility of the landlord and resident in providing a safe and secure environment for all residents.

Purchasing and Inventory Control INV 111

Thursday, 7:30-9:30 p.m.
St. James Campus
30 hours
Fee: $35.00

A course to outline the procedures for the efficient purchasing of equipment and supplies as well as the control of inventory through physical check and stock records.

Career in Residential Property Management PROP 900

Tuesday, 7:30-9:30 p.m.
St. James Campus
30 hours
Fee: $35.00

A course designed to orient and familiarize those contemplating entry into the property management field with the basic principles; a generalized broad study of the history and varied aspects of the business including condominiums, co-operatives and tenant occupied buildings. Completion of the course will enable the individual to ascertain one's aptitude and interest for entering the industry or pursuing a full time course of study.

For further information call 967-1212 ext. 298, 544 or 549.

Real Estate

An Introduction to Real Estate — Segment I RE 900A

Casa Loma Campus
30 hours
Fee: $65.00

Course Content: This course covers the following topics: ownership of real property; real estate as an investment; to own or to rent?; how much should we pay?; financing a purchase; financing — government plans; benefits and services of broker; a career in real estate; relationship of principal and agent; the typical real estate transaction.

An Introduction to Real Estate — Segment II RE 900B

Casa Loma Campus
60 hours
Fee: $105.00

Prerequisites: Evidence of completion of Segment I; 75% pass mark on the examination for Segment I; Real Estate Sales Training Package.

An Introduction to Real Estate — Segment III RE 900C

Casa Loma Campus
60 hours
Fee: $135.00

Prerequisites: Evidence of completion of Segment II; 75% pass mark on examination for Segment II.
Course Content: This segment is comprised of case studies designed to give participants an opportunity to focus on practical situations they would encounter in a day to day Real Estate operation.

NOTE: For further information about Real Estate courses, phone 967-1212, ext. 595.

COMMUNITY SERVICES

Community Services

Addiction Counsellor Diploma Program

This program is offered on a part-time basis to men and women who are unable to attend a full-time course of studies.

Preference is given to students who are employed in the field of addictions or related areas. Applications and information may be obtained from the Division of Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9, Telephone No. 967-1212, local 634 or from the Admissions Office, Kensington Campus. An admission interview is required; details of registration will be made available to those accepted in the program.

The following course will be offered during the Winter Semester, beginning January 26.

Introductory Sociology ***Wednesday*** ***Kensington Campus*** ***22½ hours*** ***Fee: $27.50***	SOC 107	A survey of the field of sociology; culture and society, institutions, organizations, ecology and population, disorganization and deviant behaviour, ethnic communities and other aspects of group living.

Child Care Worker Diploma Program

This program is offered on a part-time basis to men and women working full-time with emotionally disturbed children or troubled adolescents who are unable to attend a full-time course of studies.

Applications and information may be obtained from Linda Williamson, Division of Community Services, George Brown College, Box 1015, Station "B", Toronto. M5T 2T9, Telephone No. 967-1212 local 655 or from the Admissions Office, Kensington Campus.

The following courses will be offered during the Winter Semester, beginning January 26, 1977.

Introductory Psychology PSY 169

Wednesday
Kensington Campus
30 hours
Fee: $35.00

Readings and lectures explore some of the findings and developments in the areas of scientific method, perception, learning and motivation, emotion, personality and social psychology.

Adolescence CHI 275

Wednesday
Kensington Campus
30 hours
Fee: $35.00

This course has been designed in response to the increasing number of adolescents receiving mental health services. The focus is on the physiological, psychological and sociological aspects in the stages of growth from puberty to adulthood.

Day Care Worker Program

The part-time program leading to the Day Care Worker Diploma is offered to men and women who are unable to attend a full-time course of studies and who are working with young children.

More detailed information regarding this program may be obtained from Linda Williamson, Division of Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9, Telephone 967-1212 local 655.

The following courses will be offered during the Winter Semester, beginning the first week of February.

Principles of Day Care DCW 104

Tuesday
Kensington Campus
30 hours
Fee: $35.00

Current ideas and existing day care programs are examined and discussed to determine the way they meet the developmental needs of infants and children.

Infant Health and Well Being DCW 101

Thursday
Kensington Campus
30 hours
Fee: $35.00

Concepts of health are related specifically to work with infants and children in Day Care Centres. A standard first aid course is included.

Health Care Aide Program

The program provides a basic training for those who wish to work with patients in long-term or chronic care facilities. Under the supervision of a registered nurse the health care aide provides personal care for the comfort and safety of residents and is involved in the process of creating a climate to promote the optimal physical, social and emotional well-being of each resident.

The Health Care Aide Certificate was developed by and is recognized by the Ministry of Health, the Ministry of Colleges and Universities and the Ministry of Community and Social Services.

Admission requirements:

- grade 10 — mature persons nineteen years and over with less than grade ten will be considered individually.
- facility with English
- a personal interview is required

Length of Program — 456 hours — offered part-time in both day and evening courses.

Details of starting dates and registration may be obtained from Division of Community Services, George Brown College, Box 1015, Station "B", Toronto M5T 2T9.

Courses being offered this Winter will begin on January 10, 1977.

Communications CARE 900

Monday
Kensington Campus
40 hours
Fee: $45.00

This course promotes a better understanding of the cultural patterns and social values of the institutional population. Verbal and non-verbal communication along with the effective use of English are emphasized.

The Human Body CARE 901

Monday
Kensington Campus
40 hours
Fee: $45.00

Students will be introduced to normal body processes and the physical changes which occur during the life cycle. Nutritional needs to maintain health with special reference to the needs of the elderly will be considered.

Pesonal Care CARE 902

Wednesday
Nightingale
70 hours
Fee: $75.00

In this course the students will be taught the basic principles of patient care with emphasis on the needs of residents in long-term facilities. The student will gain practical experience in an institution as well as receive classroom lecture and demonstration.

Social and Emotional Needs CARE 903

Thursday
Kensington Campus
40 hours
Fee: $45.00

This course examines the basic social and emotional needs of individuals as a background to understanding the emotional and mental changes which occur with aging, and institutionalization.

Activation CARE 904

Tuesday
Kensington Campus
50 hours
Fee: $55.00

Methods of remotivation and means of minimizing the disabling effects of aging and chronic disease are demonstrated in the course. Practical experience in an institution will permit opportunity for the student to apply the demonstrated skills.

ELECTRO MECHANICAL

Electro-Mechanical

Lathework MACH 141

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $95.00
Materials: $10.00

Prerequisite: MACH 140 or equivalent.
Course Content: Lathe construction, operation, safety and accessories; theory of metal cutting, sharpening tool bits, plain turning, knurling, drilling, counter boring and tapping, form turning; steady and follower rest work; four jaw chuck work; taper theory and taper turning; profile turning; thread types; theory and cutting; single and multiple start threads; eccentrics; boring; turret lathe theory; spring winding, grinding attachments.

Numerical Control I MACH 904

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $10.00

Prerequisite: General machining experience.
Course Content: Applications, justification; axes; co-ordinates, quadrants; systems, tapes and codes; programming point to point and continuous path systems; tape preparation and editing; 2-axis milling machine programming, set-up and operation; basic computer programming.

Numerical Control II MACH 905

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $10.00

Prerequisite: MACH 904 or previous part programming experience.
Course Content: History; computer assist N/C language; APT and AD-APT systems; hardware, software, AD-APT system structure; AD-APT; co-ordinator system, part geometry; tools-to-geometry, relationships, part surface, drive surface, check surface, extended capabilities; AD-APT statements, vocabulary, symbols and punctuation; geometric words, logical structure in describing part geometry; tool motion, tool description statements, motion statements, motion termination.
Note: This is a practical hands-on N/C computer course. This program will run when sufficient enrollment is achieved.

Injection Moulding PL 905

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
45 hours
Fee: $50.00
Materials: $10.00

Course Content: Properties and characteristics of thermoplastic materials; poleolefins, polystyrenes, vinyls, nylon, acrylics. Use of regrind and virgin materials. Colour mixing, shrinkage factors. Pre-drying thermoplastics and methods. Process: operating principles of plunger injection and reciprocating screw injection machines; machine components and nomenclature; instrumentation and controls; hydraulic systems; mould temperature control. Practical: operation of machine; mould set-up; setting temperatures; cycles and controls; mould temperature control; safety features and precautions; troubleshooting. Design: mould components and nomenclature; good and poor design; types of moulds; application and design of various types and sizes of runners, sprues and gates; draft angles; tolerances; mould maintenance.

Electrical Apprentice Review EL 900

Monday and Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Designed for those apprentices who are in their final term and who expect to write the qualifying examination sometime within the year.
Course Content: Theory, code and equipment over the entire area of apprenticeship training.

Electrical Blueprint Reading ELDR 612

Monday and Wednesday 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Electrical Apprentice, Electrician, or anyone employed in the Electrical Construction and Maintenance Industry.
Course Content: Printing, architect's scale, residential drawings, construction drawings, architectural drawings, structural drawings, concrete drawings, mechanical drawings, specifications, electrical drawings, layout drawings, material take-off, material order, time sheets, inspection, as-built drawings, schematic drawings, and equipment take-off.

Hydro-Electric Power Commission Regulations EL 902

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: At least fifth term apprentices, or journeymen.
Course Content: Authority, interpretations, use of the index, application of regulations.

Electrical Drafting (Basic) A.T.E.C. Program EL 903

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Course Content: Lettering; use of instruments, linework, orthographic projection, dimensioning, sections, architect scale; isometric projection; sketching; electrical and electronic symbols, basic electrical circuit diagrams; transformers, relays, riser and block diagrams; residential wiring, illumination and electric heating.

Electrical Fundamentals A.T.E.C. Program (Approved) EL 905

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: MATH 100.
Course Content: Basic electrical concepts; simple D.C. circuits, power magnetism, electro-magnetism, magnetic circuits; D.C. measuring instruments; A.C. measuring instruments; electrical measurements, induction, capacity, alternating current, resistance, impedance, power in A.C. circuits.

Electrical Construction — Part I EL 907

Monday and Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Grade 10 or the equivalent.
Course Content: Ohm's Law; series circuits, combination circuits; two-wire distribution; line loss, power efficiency; wire calculations; batteries, magnetism, electro-magnetism, induction, three-wire distribution; Hydro Electric Power Commission Regulations; shop projects.

Electrical Construction — Part III EL 908

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: EL 907 or the equivalent.
Course Content: Electro-magnetism; induction; DC generators; generator set-up and operation; DC motor, motor operation and controls; Hydro-Electric Power Commission Regulations; shop projects.

Electrical Construction — Part III EL 909

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: EL 908 or the equivalent.
Course Content: AC fundamentals, vectors, single-phase transformers, single-phase motors, three-phase motors, three-phase transformers, auto transformers, Hydro-Electric Power Commission Regulations, shop projects.

Industrial Electronic Controls Part I EL 910

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Fifth term apprentices, journeymen electricians, or equivalent.
Course Content: Basic principles, study of AC theory, vector analysis, introduction to electronics, types of electronic tubes, amplifiers, tube circuitry, and applications, phantrons, thyratrons, solid state devices and shopwork.

Industrial Electronic Controls Part II EL 911

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: EL 910.
Course Content: Power supplies, principle of timers; welding timers; current control with gas tubes; solid state devices; thyratron contactors, ignitron contactors; phase shifting; welder heat control; resistance welders; sequence weld timers; shopwork.

Industrial Electronic Controls Part III EL 912

Saturday, 6 hours
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: EL 911
Course Content: Photoelectric relays, heat controls; light dimming controls; principle of speed and voltage regulators; speed regulators for small DC motors; voltage control for DC and AC generators; single phase and polyphase power rectifiers; oscillators; inverters; induction heaters; dielectric heaters; high speed light relays; register control; servomechanisms; shopwork.

Industrial Electronic Logic Static — Part IV EL 913

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: EL 912.
Course Content: Transistor switching, trigger pulse, shaping circuits, time delay circuits, Flip-flops, Master-slave functions, truth tables, Binary number system, Boolean algebra mapping, NOR, NAND, and composite logic gates, comparators, adders, analogue and digital methods, storage, retrieval, volatile and non-volatile memory systems, routing switchers, power control applications, interfacing, black box concept, integrated circuits, printed wiring boards, analysis of current control and device circuitry.

Electronic Fundamentals — Part I ELTC 900

Monday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Course Content: Energy; electricity; resistors and conductors; cells and batteries; voltage; current and resistance; Ohm's law; electric power; D.C. circuits; Kirchoff's law; capacitors; electromagnets; inductors and induction; Lenz's law; A.C. source; vectors; reactance; impedance; resonance; A.C. power; electric meters; transformers, resonant circuits; A.C. circuits.

Electronic Fundamentals — Part II ELTC 901

Tuesday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Successful completion of ELTC 900.
Course Content: Transducers, vacuum tube operation; vacuum tube characteristics; basic power supplies; electronic meters; cathode ray tubes; oscilloscope; power transfer; impedance matching; atomic structure of semiconductors; biode junction; avalanche and Zener breakdown; junction transistors; transistor amplifiers, coupling methods, power amplifiers, transistor oscillators; semi-conductors data sheets.

Colour Television ELTC 909

Thursday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Sound knowledge of black and white television circuitry. A short qualifying test at the time of registration.
Course Content: Principles of the colour TV system; colour receiver circuits; RF and IF circuits, video, sync, voltage supply circuits; band pass amplifier, colour sync, colour killer circuits, colour demodulation, matrix section, colour picture tube and associated circuits, servicing the colour receiver, set up procedure, aligning the colour receiver, trouble shooting; current models of receivers.

Computer Systems ELTC 906A

Thursday, 7:00-10:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Prequisite: TAP 201 or equivalent.
Course Content: Basic programming concepts; machine language, computer organization, order code; programming: assembler, editor, debugging; computer peripherals, core, drum, disc, magnetic tape, cards, paper tape, printer, data transfer; interfacing; i/o bus,, peripheral controls; laboratory work, programs in assembler language, construction in interface units.

Data Communications ELTC 916

Thursday, 7:00-10:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Prerequisite: Part I, Logic (ELTC 906),or equivalent.
Course Content: Quality of line transmission; open lines, cables; Evaluation and testing transmission media: Modems why and how: Interfacing to modems and data terminals: Transmission control; multiplaxing TDM and FDM, CPU control: Typical systems.

Microprocessors ELTC 917

Tuesday, 7:00-10:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Programming and use of popular microprocessors are studied in a laboratory setting; architectural comparisons are made in relation to suitability for special applications. A microprocessor will be available for personal use with the payment of an optional laboratory fee of $125.00.
Course Content: Popular microprocessor architectures, programming techniques, interfacing using available support logic, microprocessor memories, applications and trends.

Cable Television Practice (Basic) ELTC 913

Monday and Wednesday,
7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $50.00

Prerequisite: Recommendation of employer.
Course Content: Introduction to T.V., sync and composite signals; B & W and colour, modulation, channel allocation, antennas; cable distribution; antenna site location, system layout, amplifiers, splitter, tap offs, drops; coax cable characteristics, DB, VSMR, losses and reflection; amplifiers; tube and transistorized, wideband, single channel, main line, distribution and extender; line construction: clearance, safety, handling, splices, tap offs; installation of amplifiers and passive devices, customer relations; fault finding and interference.

Fashion Technology

Fashion Technology

The following courses are offered to people interested in obtaining a diploma in Apparel Management, Creative Fashion Design, Jewellery Arts, Furniture Production and Design, Watchmaking and Jewellery Repairs, or in upgrading their present employment. These skills can also be learned for personal development and enjoyment.

We suggest you call the Fashion Technology Division for further information.

All part-time (extension) courses bearing code numbers in the one, two, three, or four hundred series carry credits that can be used towards obtaining a two-year or three-year diploma in specialized programs. Please contact the Dean or Chairman for details.

Unless otherwise stated, an equipment fee of $5.00 will be charged for each course upon registration and students are expected to supply their own material.

Apparel Construction (Dressmaking Elementary) DRES 141

Nights to be decided
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00

Course Content: Elementary dressmaking using commercial patterns; samples, measurements, relationship of pattern, style and fabric, laying out patterns; sewing techniques (hand and domestic machine).

Apparel Construction (Dressmaking Elementary) DRES 141A

Saturday
Kensington Campus
60 hours
Fee: $65.00

Course Content: Same as DRES 141 with special application for Senior Citizens.
The student will provide own material.

Apparel Construction (Dressmaking Intermediate) DRES 145

Tuesday, 7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $35.00

Prerequisite: DRES 141 or equivalent.
Course Content: Continuation of DRES 141 — the proper selection of style and pattern to suit the wearer and material; fashions and their changes; knits and stretch fabrics techniques; intimate wear and lingerie; special finishes.
Student to supply materials.

Apparel Pattern Drafting I (Elementary) PAT 141

Nights to be decided
7:00-10:00 p.m.
60 hours
Kensington Campus
Fee: $65.00

Prerequisite: Knowledge of dressmaking.
Course Content: Elementary pattern design (Men's, women's and children's wear); drafting directly "on the flat" (i.e. on paper); in manufacturing sizes to a "price line".

Apparel Design I PAT 142
(Men's Pattern Design)

Nights to be decided
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00

Course Content: Styling, line, proportion, research (drafting of men's patterns).
Students to supply own material.

Apparel Pattern Drafting II PAT 143
(Intermediate)

Nights to be decided
7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $35.00

Prerequisite: PAT 141 or equivalent.
Course Content: Intermediate pattern drafting (women's and children's wear) embellishing PAT 141.

Fashion Illustration I PAT 144
(Elementary)
(Apparel Design)

Nights to be decided
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00

Prerequisite: Grade 8 or equivalent and artistic aptitude.
Course Content: Elementary course in Fashion Art to show fashion, style design, fabric texture.
Student to supply own materials.

Modelling (Fashion) FASH 110

Tuesday, 7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $35.00

Course Content: Fashion runway modelling — fashion showing, self improvement.

Drapery (Slipcovers) FAB 252

Nights to be decided
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00

Course content: How to measure and make drapes and slip covers.

Theory and Recognition of Furs (Introduction) FUR 543

Days only
Kensington Campus
60 hours
Fee: $65.00

Prerequisite: Instructor's evaluation or Grade 10.
Course Content: Recognition of wild and ranched furs. Continuous intake.

Fur Manufacturing Techniques (Elementary) FUR 244

Days only
Kensington Campus
48 hours
Fee: $55.00

Prerequisite: Some fur knowledge and Grade 10.
Course Content: Cutting, sewing, blocking and finishing. Continuous intake.

Fur and Leather Fashions FUR 545

Days only
Kensington Campus
60 hours
Fee: $65.00

Prerequisite: FUR 144 or experience.
Course Content: Drafting patterns and grading. Continuous intake.

Furniture Finishing FURN 103

Monday and Wednesday,
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00

Course Content: Surface preparation and basic colour treatments including staining and glazing; hand and spray application of varnish, shellac and lacquer.
Students supply own material.

Furniture Upholstery I FURN 104

Monday and Wednesday,
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00

Course Content: Stuffing and covering, measuring, cutting, fitting, stapling, etc.
Students supply own material.

Sewing Machine Operation SEW 141

Two afternoons or two evenings a week
Kensington Campus
120 hours
Fee: $125.00

Prerequisite: Instructor's evaluation.
Course Content: Single-needle lock stitch flat-bed machine. Part 1 of a 240-hour performance objective program (Part 2 is SEW 151) leading to speed, stamina and rhythm in sewing on professional machine.

Serger Machine SEW 542X

Afternoon or evening
Kensington Campus
30 hours
Fee: $35.00

Prerequisite: SEW 141.
Course Content: Special module (30 hours) for students reaching SEW 141/151 objectives in less than 240 hours. Also available for part-time students during regular classes.

Blind Stitch Machine SEW 543X

Afternoon or evening
Kensington Campus
30 hours
Fee: $35.00

Prerequisite: SEW 141.
Course Content: Special module as for SEW 142.

Button-Hole and Button Sewer Machine SEW 544X

Afternoon or evening
Kensington Campus
30 hours
Fee: $35.00

Prerequisite: SEW 142 or SEW 143.
Course Content: How to use button-hole and button sewer as used in Ontario Apparel plants.

Sewing Machine Operation II SEW 551

2 afternoons or 2 evenings a week
Kensington Campus
120 hours
Fee: $125.00

Prerequisite: SEW 141.
Course Content: As SEW 141, final 120 hours of Performance Objective Program for part-time students during regular classes.

Special Sewing Machines SEW 900

Monday to Friday
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00

General interest course in which the student will learn to use the Serger, blind stitch, off-the-arm, button sewer, button holer and zig-zag machines.

Ladies' Hairdressing HAIR 900

Monday and Wednesday,
7:30-10:30 p.m.
Kensington Campus
60 hours
Fee: $100.00

Prerequisite: Ontario Certification of Qualification and currently employed.
Course Content: Review of basic techniques; advanced methods of scissor cutting, blow waving, ironing, back-combing and back-brushing techniques; handling long hair, hair pieces and current fashion trends.

Men's Clothing I FASH 904

Monday, 7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00

Prerequisite: Designed for those working in apparel stores. Interest is more important than extensive experience.
Course Content: Taping and measuring; figure description; proper writing up of orders, fitting and try-ons; some common alterations and markings for made-to-measure.

Tailoring I DRES 146

Monday and Wednesday,
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00

Prerequisite: DRES 141 or sewing skills.
Course Content: Ladies' tailoring, sewing, cutting techniques; finishing coats and suits using commercial techniques. Some men's and children's tailoring.
Students supply their own material.

Elementary Weaving WEAV 101

Wednesday and Thursday
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00

Course Content: Small hand looms basics.
Student supply own material.

Elementary Weaving WEAV 151

Wednesday and Thursday
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00

Prerequisite: WEAV 101.
Course Content: Continuation of WEAV 101.
Students supply own materials.

Advanced Weaving WEAV 201

Wednesday and Thursday
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00

Prerequisite: WEAV 151 or equivalent.
Course Content: Large hand looms; projects.
Students supply own material.

Advanced Weaving WEAV 251

Wednesday and Thursday
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00

Prerequisite: WEAV 201.
Course Content: Continuation of WEAV 201.
Students supply own materials.

Ceramics classes form every ten weeks. Sixty hour courses are run Monday and Wednesday, and Tuesday and Thursday, 9:00-12 noon, 1:00-4:00 p.m. and 7:00-10:00 p.m. Thirty hour courses are run Friday, 9:00-12 noon, 1:00-4:00 p.m. and 7:00-10:00 p.m., and Saturday, 9:00-12 noon, 1:00-4:00 p.m.

From time to time, special intensive three-week courses (CER 901, CER 902) will be offered. Information about dates and times can be obtained by phoning 967-1212 ext. 681.

Cost of firing is included in the materials charge for all ceramics courses.

Basic Ceramics CER 900

Casa Loma Campus
30 hours
Fee: $35.00
Materials: $10.00

Course Content: Introduction to wheel techniques; hand building, glazing, decorating and kiln work.

Ceramics 1 CER 101

Casa Loma Campus
60 hours
Fee: $65.00
Materials: $20.00

Course Content: Wheel techniques, hand building, glazing, decorating and kiln work.

Ceramics 2 CER 151

Casa Loma Campus
60 hours
Fee: $65.00
Materials: $20.00

Prerequisite: CER 101 or equivalent.
Course Content: Advanced classes for CER 101.

Ceramics 3 CER 201

Casa Loma Campus
60 hours
Fee: $65.00
Materials: $20.00

Prerequisite: CER 151 or equivalent.
Course Content: Advanced classes for CER 151.

Ceramics 4 CER 251

Casa Loma Campus
60 hours
Fee: $65.00
Materials: $20.00

Prerequisite: CER 201 or equivalent.
Course Content: Advanced classes for CER 201.

Ceramics (Elementary) CER 901

Nightly
Casa Loma Campus
45 hours
Fee: $50.00
Materials: $15.00

Course Content: Techniques of the potter's wheel; hand glazing decorating; kiln work.

Ceramics (Beginners) CER 902

Daily
Casa Loma Campus
90 hours
Fee: $95.00
Materials: $35.00

Course Content: Techniques of the potter's wheel; hand glazing decorating; kiln work.

Apparel Management

Some courses in the full-time program are scheduled in the evening and are credit courses leading to a diploma. These include Sewing Machine Operator Training, Fabric Utilization and Sewing Machine Repair among others. For details and time-tables please contact 967-1212 ext. 647/8.

Window Display II (Elementary) DISP 901

Tuesday and Thursday
7:00-10:00 p.m.
Kensington Campus
45 hours
Fee: $65.00

Prerequisite: Window Display I (Theory of Colour).
Course Content: Preparing merchandise; flooring, lighting and plans; sketches and sources of ideas; installing backgrounds and props; placing signs and merchandise; budgeting.

FOOD TECHNOLOGY

Some of the courses do not indicate the day of the week. Verification of the day can be obtained by calling 967-1212, Local 613/689

Food Technology

Certificate Course in Haute Cuisine

This program is designed to meet the evergrowing demand for knowledge and practical experience in the creation of fine food and entertainment in the home. The entire course consists of 5 individual sections commencing with basic small quantity food; this will give the student the opportunity to apply the principles of cooking, using the raw materials with tested recipes under the guidance of skilled chefs. This section will be followed in sequence by basic baking, advance small quantity food, advance baking and appreciation of wines, spirits and liqueurs. Each student, on satisfactory completion of the individual sections, will receive a certificate of competence and, on completion of all five sections, will be awarded a certificate in Haute Cuisine.

Haute Cuisine Program

Introduction applies to first five courses only

Basic Small Quantity Food FP 730

6:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00
Materials: $45.00

Course Content: This course is designed to introduce the basic principles of cooking as related to fine food, to take the raw products and create the basic requirements for classical dishes, sauteing, broiling and stewing, cooking lean and fat fish, seafoods, and the accompanying vegetables, salads, garnishes and dressings, employing the knowledge and expertise of chefs in the use of herbs, spices and wines.

Basic Baking BK 610

6:00-10:00 p.m.
Kensington Campus
40 hours
Fee: $45.00
Materials: $25.00

This course is designed to equip the student with a practical working knowledge of pastry doughs, choux paste, yeast dough and sponge goods, the use of icings, creams, puddings, custards and other desserts, fruits, tarts, pies and quick breads, the high ratio and angel cake mixes, simple decoration and presentation of birthday and other occasion cakes.

Advanced Small Quantity Food FP 731

6:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00
Materials: $60.00

Prerequisite: Basic Small Quantity Food. FP 730. This course will take the basic principles of cooking and apply them to the classical dishes of the countries in continental Europe, so that the student will be able to produce the French classics, the famed Italian pastas, the Spanish paellas, the Russian coulibiacs, the Scandinavian smorgasbords, the German sauer braten and beer soups, the shish kabobs of Turkey and Greece, the bouillabaisse of Marseilles, the Indian curries, Japanese suki yaki, the nasi goreng of Indonesia and a host of other famous dishes.

Advanced Baking BK 634

6:00-10:00 p.m.
Kensington Campus
40 hours
Fee: $45.00
Materials: $30.00

Prerequisite: Basic Baking. BK 610.
The course will take the basic knowledge of pastry and desserts and allow the development of these techniques to create the patisserie masterpieces, the flamboyant desserts, ice cream bombs, souffles, petits fours, tortes, gateaux, and sugar creations with the decorative centre pieces, the true art of French pastries and their presentation.

Appreciation of Wines Spirits and Liqueurs F 807

7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Materials: $45.00

Prerequisite: Over 18 years of age.
This course will be devoted to the knowledge of wines from the standpoint of types, vintage, prices, handling, storage, and correct usage in relation to the menu, the glassware, and the serving temperatures. Guest lecturers will deal with the evaluation by taste of the more distinctive wines.

Mixology (Cocktail Bartending) BAR 503

Monday 7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Materials: $25.00

Course Content: This course is designed to teach basic drink preparation for home use or as an introduction to the bartending profession. Using fully equipped, individual bars, students learn to prepare the 30 most popular shaken, stirred and built drinks.

Strictly for Entertainment F 808

7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Materials: $15.00

Prerequisites: This course is designed for those homemakers having a basic knowledge of cooking but wishing to entertain at home with flair and imagination.

Course Content: A series of lectures and demonstrations. Although the meals prepared are not intended to represent economical fare for the family, the basic principles governing the selection, combination and cooking of food can be applied to everyday use. Each session will be devoted to a complete menu and students will be given the opportunity to taste each dish whenever possible. A selection of complementary wines will be discussed.

Chinese Cuisine F 810

Wednesday 7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Materials: $15.00

This course is designed to introduce the student to the basic principles of Chinese cooking. The course contains a series of lectures and demonstrations to familiarize the student with the use of ingredients, herbs, teas, wine and the planning of menus familiar to North America. Tasting of prepared dishes will be part of each demonstration lesson.

Advanced Chinese Cuisine F 818

7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Materials: $15.00

Prerequisite: Basic Chinese Cuisine F810.
Course Content: This course brings you from basic Chinese cooking to the wonderland of other unexplored approaches and ingredients associated with authentic Chinese gourmet dishes such as crispy chicken, sizzling rice, shark's fin soup and peking duck, etc. Demonstration only. Class product tasted by participants.

Advanced Wine Appreciation F 811

7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Materials: $95.00

Prerequisite: Appreciation of Wines, Spirits & Liqueurs. F 807.
Course Content: This course has been designed to familiarize students, who already have a sense of wine appreciation with "Grand Crus" from French and German vinyards. The program will also include liqueurs, spirits, cordials, beers and ciders. Tasting and sampling will be part of the prescribed course.

Junior Gourmet Cooking F 815

Saturday 10:00 a.m. - 1:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Materials: $15.00

Prerequisites: 10 - 16 years of age and a desire to learn gourmet cooking.
Course Content: Students will engage in practical work to attain the skills required to do basic gourmet cooking. Areas covered will be — vegetable cooking, egg cookery, rice and pasta, salads, roasting, desserts and sandwiches.

Twentieth Century Cooking F 816

6:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00
Materials: $45.00

Prerequisite: A basic knowledge of cooking in order that the student can learn the techniques of preparing, freezing and re-heating of a large variety of food products.
Course Content: The students will begin the course by preparing, cooking and freezing small batches of soups, sauces, meat, fish, poultry, vegetable and pasta dishes, followed by the techniques required to defrost, re-heat and compliment the dishes using wines and seasonings. The last 5 weeks will be devoted to the use of the micro-wave cooking in the home.

Wilderness Survival WILD 800

7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $40.00

Course Content: This course is offered for those who wish to gain knowledge of human survival in theoutdoors. The program will cover such topics as shelter, building, map reading and signalization. In the cooking area, the use of plants and wild life for food will be covered. Weather permitting, field trips will be taken.

GRAPHIC ARTS

Graphic Arts

General Note:

Successful completion of three courses at successive levels in the same subject will merit a special subject certificate (e.g. completion of GR 105, GR 205 and GR 305 for a Certificate in Process Camera, or GR 115, GR 116 and GR 216 for a Certificate in Single Colour Offset Press). Credits may be accumulated towards a diploma for the related technician program where appropriate.

There are seven major subject areas:

Graphic Design
Signwriting
Visual Communications
Printing Technology
Screenprinting
Audio Visual
Woodcarving

Graphic Design

	Jan/1977	Feb/1977
GRAPHIC DESIGN		
GD 100	31st	
GD 101		8th
GD 201		8th
GD 212		9th
GD 205		9th
WOODCARVING		
GD 804		

Graphic Design

Still Life Drawing and Painting GD 100

Monday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Interest in art.
Course Content: Fundamentals of still life rendering. The student may start with charcoal drawing of still life objects followed by monochrome renderings of the objects in paint; fundamentals of color and value of colors; render a still life in color.

Life Drawing GD 101

Tuesday, 6:30-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Interest in art.
Course Content: This course is designed to improve the student's ability to draw the human form. Each student will be started at his/her own level from basic contour drawing concentrating on the positive and negative shapes, followed by 25 minute poses. Later the student will do full shaded drawings with the model holding a sustained pose for the lesson. Advanced students may undertake additional work.

Illustration GD 201

Tuesday, 6:30-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Basic Art Training.
Course Content: Concepts in books, magazines, T.V. graphics, murals, etc.: applied art and personal picture making. The course will be taught at two levels if the teacher feels this is necessary.

Advertising Design GD 212

Tuesday, 6:30-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Interest in Art.
Course Content: This course is designed to give the theories of commercial art, along with some practical work in advertising layout and graphic design, mechanical drawings, paste-up and color separation by amberlith overlays. The student will be given some experience in preparing mechanical camera-ready art work.

T.V. Graphics GD 205

Monday, 6:30-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Basic Art Training.
Course Content: Learning to choose lettering for T.V. in relationship to background composition for T.V. Learning to design in a simple T.V. form, studio graphics and 35 mm. slides. Learning basic techniques in animation, conventional and computer form from storyboard, creative thinking and actual art.

Printing Technology

Printing Technology covers all aspects of pre-press preparatory work, press operation and post-press Binding and Finishing. George Brown College has the best equipped facilities in Ontario and offers training in the latest techniques by "hands-on" participatory courses.

	Nov. 1976	Dec. 1976	Jan. 1977	Feb. 1977	Mar. 1977	Apr. 1977
COMPOSITION						
GR 100				3rd		
GR 101						
GR 208						
GR 202A				7th		
GR 202B				1,3,5th		
GR 302A				1st&3rd		
GR 302B						
GR 322A						
GR 322B						
PHOTOMECHANICAL REPRODUCTION — STRIPPING AND PLATEMAKING						
GR 105		1st		9th		6th
GR 205				7th		
GR 305	29th					4th
GR 308				12th		
GR 110		1st		9th		6th
GR 210						
GR 310		1st				6th
MACHINE PRINTING						
GR 114						
GR 214						
GR 215			25th			
GR 115			19th			
GR 115A			31st			
GR 116			25th			
GR 216			27th			
GR 217			25th			
BINDERY						
GR 125A			5th			
GR 125B			6th			
GR 225A			5th			
GR 225B			6th			
GR 325A			5th			
GR 325B			6th			

PRINTING TECHNOLOGY

Introduction to Typography GR 100

Thursday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $10.00

This course is intended for persons employed in copy preparation departments, design studios, and information offices. A workshop approach to the subject through a balanced program of lectures and practical work, it will provide the layman with a background to enable him/her to make some of the critical basic decisions in the design of printed communication. The emphasis throughout the course will be on workshop programs directed towards the student's realization that letter forms are design shapes as well as word patterns. The historical and technical aspect will be covered only in as much detail as an understanding of contemporary typography is required.
Course Content: A definition of typography, historical and technical development, relationship to other arts, basic principles of design, shape and space recognition, spacing, typography in ephemera, basic typographic theory, color theory as related to printed typographic material, translation of basic layouts to printed matter.

Photocomposition (Basic) GR 202A

Monday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $10.00

This course is intended to fulfill the need for training in fundamental typesetting and phototypesetting concepts before the candidate enters GR 202B Photocomposition (Operation). The course may also be of value to those employed in typesetting related jobs.
Course Content: Typeface recognition, type size recognition, the printers' point system, the relative unit system, mark-up fundamentals, typographic style considerations, proofreading, a short history of phototypesetting, various kinds of computer typesetting systems in use and their applications. The course will be taught by workshop methods as far as possible — typing skill will be an asset.

Photocomposition (Operation AKI Keyboards inputting to VIP) GR 202B

Tuesday, 6:00-10:00 p.m.
Thursday, 6:00-10:00 p.m.
Saturday,
60 hours
St. James Campus
Fee: $65.00
Materials: $20.00

Prerequisite: Typing skill to a level of 45 words per minute on a five minute test **and** GR202A Photocomposition (Basic) or equivalent experience; or, permission may be granted by the instructor to those without prerequisites where employment as an operator is **not** the prime objective of the student (salesmen, proprietors, mark-up personnel, persons with general interest); however, no final grade will be issued in these cases. Preference in registration will be given to those seeking work in the skill.
Course Content: This course is an individual learning program in which students may progress at their own speeds. The course covers all the basic machine instructions on the VIP from straight text setting to complex tabular. Storing and formatting both on the keyboard unit and within the VIP memory is dealt with.

Paste Make-Up and Ruling (Also called Artwork or Mechanicals) GR 302A

Tuesday, 6:00-10:00 p.m.
Thursday, 6:00-10:00 p.m.
60 hours
St. James Campus
Fee: $65.00
Materials: $15.00

Prerequisite: One year of typesetting experience, or permission of the instructor.
Course Content: The laying out of boards and the assembly of paper positives. The course covers a wide variety of projects ranging from simple one colour postcard to advanced camera-ready artwork using amberlith overlays for multi-colour work.
The student will produce paper positives using various darkroom techniques, he/she will also be taught the use of headlining machines — setting type by photocomposition methods. Hand ruling will be taught using technical pens to produce ruled forms.

Photomechanical Reproduction — Basic (Black and White Camera) GR 105

Wednesday and Thursday
6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisites: Preference will be given to candidates employed in the graphic arts industry.
Course Content: Operation of process cameras, calibration of process cameras and darkroom equipment for line, fine-line and half-tone negatives; application of coloured filters and the use of panchromatic film; making photographic contact, duplicates, spreads and chokes; theory of photographic lenses, light sources, film emulsions and processing solutions.

Photomechanical Reproduction — Advanced (Black and White Camera) GR 205

Monday and Tuesday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisite: Completion of GR 105 or equivalent industrial experience.
Course Content: Half-tone photography and machine processing; includes operation, maintenance and control of film processors, use of reflection and transmission densitometers; calibration of various types of contact screens to camera and processing conditions; making duo-tones and other techniques; introduction to colour separation procedures.

Photomechanical Colour Reproduction (Offset) GR 305

Monday and Tuesday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisites: Completion of GR 205 or equivalent experience.
Course Content: Designed for students with line and half-tone experience; covers direct and indirect colour separation procedures by various methods; colour correction by photographic masking; basic colour theory; making screened positives and contrast control using CC filters; includes the operation and control of film processors, densitometers, enlarger and related equipment.

Photomechanical Colour Separation (Electronic Scanner) GR 308

Saturday, 9:00-4:00
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisites: Completion of GR 305/ GR 306 or equivalent trade knowledge.
Course Content: Principles of scanning, E & D curve and other sensitometer applications; gradation and color computer, screening, proofing, future trends.

Film Imposition and Printing Surface Preparation (Basic Stripping and Platemaking) GR 110

Wednesday and Thursday,
6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisites: Preference will be given to candidates employed in the graphic arts industry.
Course Content: A basic course for black and white and line colour stripping. The course introduces job planning and layout of flats containing negatives, half-tone negatives, line colour negatives and duo-tones. Imposition is included with the preparation of folded dummies and layout sheets for various types of bookwork. Darkroom techniques for making photographic contact film and the exposing and development of presensitized offset plates are part of this course.

Film Imposition and Printing Plate Surface Preparation (Advanced Stripping) GR 210

Wednesday and Thursday
6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisite: Completion of GR 110 or equivalent experience.
Course Content: Advanced techniques in black and white, line colour and four colour process stripping; contact work and making spreads and chokes, step and repeat methods and an introduction to the programming and operation of a photo-composing machine.

Film Imposition and Printing Surface Preparation (Colour Stripping and Platemaking) GR 310

Wednesday and Thursday
6:00-10:00 p.m.
60 hours
St. James Campus
Fee: $65.00
Materials: $25.00

Prerequisites: Completion of GR 210 or equivalent experience.
Course Content: Four colour process stripping procedures including the preparation of flats containing chokes and spreads, fake colour and colour separation; colour charts are prepared by the student incorporating the various screen angles and tints. Further experience will be obtained in manual step and repeat methods and machine photo composing.

Machine Printing Multilith (Basic) GR 115

Tuesday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $15.00

Prerequisites: Preference will be given to the candidates who have some offset duplicator knowledge.
Course Content: Fundamentals of offset lithography, feeding, dampening systems, ink control and running of one colour and two colour projects. This program leads to GR 115A or GR 116.

Machine Printing Multilith (Advanced) GR 115A

Monday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $15.00

Prerequisites: Completion of GR 115 or a working knowledge of 1250 Multiliths.
Course Content: Advanced course in offset lithography covering feeding, dampening systems (both conventional and alcohol), colour control, two and multi colour projects. This program leads to GR 116.

Machine Printing Single Colour Offset Press (Basic) GR 116

Tuesday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisite: Completion of GR 115 or equivalent knowledge of printing and printing machinery.
Course Content: Offset lithography on single color, Heidelberg, Harris and Miehle presses (Basic). Good housekeeping and safety. Lubrication, measuring instruments and devices for pressmen. Cylinder arrangements, dampening systems both alcohol and conventional, inking and register systems. Plate, paper and ink as related to the pressman. Successful operation of a single colour press.

Machine Printing Single Color Offset Press (Intermediate) GR 216

Thursday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisites: Completion of GR 116 or the equivalent knowledge of offset lithography.
Course Content: Colour matching. Projects run during this course will include one colour, multi colour and process work.

Machine Printing Two Colour (Offset Press) GR 217

Tuesday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisite: Candidates presently running single colour presses or having completed GR 216.
Course Content: Practical application of two colour offset printing, alcohol dampening systems, register, cylinder arrangements, application of pH, chemistry of paper and ink, multi colour and process colour jobs and quality control on press runs.

Machine Printing (Rotogravure) GR 215

Thursday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $15.00

Prerequisites: Experienced personnel presently employed in pressroom work. This course is designed to acquaint students with the principles of roll feed printing equipment.
Course Content: Fundamentals of rotogravure printing process, rolls, inks, web tension controls, doctor blades, register, electrical controls, oven dryer, rewind.

Bindery GR 125 GR 225 GR 325

St. James Campus
60 hours
Fee: $65.00
Men — Monday or Tuesday or Thursday as required 6:00-10:00 p.m.
Women — Wednesday 6:00-10:00 p.m.

Prerequisite: Elementary Mathematics.
Course Content: Use of a selection of the following equipment with an aim of giving the student a thorough understanding of the equipment.

42" Guillotine — Seybold Citation Autospacer, 12 Channel.
26x40 Baum Folder, Model 433, Mark II, Dial-O-Matic Feed.
17 x 22 Baum Folder, Pile Feed.
Muller Automatic Stitcher, one automatic and two hand feed stations.
Christensen Gang Stitcher.
Bostitch No. 19E Stitcher.
Muller Gathering Machine, Type 201.
Muller Power 5 Roll Binder.
Smyth No. 12 Book Sewing Machines.
Smyth No. 24 Casing-In Machine.
Stamping Press.
Nygren-Sahly Rotary Perforator.
Challenge Paper Drill.
Singer Sewer — side sewing.
Cohasset Tipper.
Cerlox, table-top combo.
Book Back Stripper, table-top model.
Schaefer table-top Gluer.
Casemaking Gauge.
Hickock Standing Press.
Hand Sewing Frames.
Because each major machine requires nearly 60 hours of instruction, the course certificates are sub-divided into the following categories. Minor skills and machines are taught as supplements in each category.

GR 125A	GR 225A	GR 325A
GR 125B	GR 225B	GR 325B

Courses start: January 5 (women) and January 6 (men), 1977.

Screen Printing & Signwriting Courses

	Feb/1977	March/1977
SP 900 SP 901 SIGN 900	28th	2nd

Screen Process Printing (Basic) SP 901

Wednesday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $15.00

Course Content: Designed for persons not in the industry, but who wish to attain skills in basic stencil cutting, screen making and printing.

Screen Process Printing (Advanced) SP 900

Monday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $15.00

Designed for persons currently employed in the field who wish to upgrade their skills in photomechanical reproduction.
Course Content: Operation of process camera, line and halftone film-making, film imposition, preparation of indirect and direct photo stencils.

Visual Communications Courses

These courses are designed for people already working in some facet of the expanding audio visual field. Each course provides extensive practical experience, coupled with sufficient theory, to give the student a good understanding of the subject studied.

The number of students accepted is limited to fifteen in each class, and all students will be requested to attend for an interview before enrollment.

A detailed synopsis for each of the following courses is available upon request.

	Jan/1977	April/1977
AV 920		4th
AV 922		5th
AV 923		
AV 924	10th	
AV 925	11th	
AV 926	10th	

Television Techniques AV 924

Monday and Wednesday
6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $90.00

Cinematology AV 925

Tuesday and Thursday
6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $135.00

Prerequisite: AV 922 or similar.
Enrollment limited to 10.

Audio Production Techniques AV 926

Monday and Wednesday
6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $135.00

Prerequisite: AV 923 or similar.
Enrollment limited to 10.

The fee includes all materials that may be used during the course.

The fee includes all materials that may be used during the course.

Audio Visual Extension Courses

The following courses offer a "hands on" approach to each of the subjects indicated, thus providing practical experience with the minimum of theory.

No interview is required, but students may discuss their requirements with the Instructor, before enrolling. Synopses of the courses are available upon request.

The course Introduction to Photography is offered on Tuesdays or Wednesdays, several times each year, to meet student demand. Early registration is advised.

	1st class	2nd class	1st class	2nd class
	Jan/1977		April/1977	
AV 904	11th	12th	5th	6th

Introduction to Photography AV 904

Tuesday or Wednesday
6:30-9:30 p.m.
Casa Loma Campus
30 hours
Fee: $45.00

The fee includes all materials that may be used during the course.

LANGUAGE TRAINING

Language Training

Pre-Intermediate English LT 813

Monday and Wednesday
7:00-9:00 p.m.
or Tuesday and Thursday
7:00-9:00 p.m.
College Campus
60 hours
Fee: $65.00

Course Content: This is a course for English second language learners who wish to proceed to Advanced English and who may not be ready for Intermediate English. The course will include work in the following areas: speaking, reading, writing, listening and grammar. There will also be some work in our language laboratory. Successful completion of this course would allow the student to continue studying English at a higher level.

Intermediate English Conversation and Writing LT 814

Monday and Wednesday,
or Tuesday and Thursday
7:00-9:00 p.m.
College Campus
60 hours
Fee: $65.00

Course Content: This is a course for second language learners who already know some English. The course will include work in the following areas: Speaking, Reading, Writing, Grammar (the structure of English), Listening comprehension. There will be some work in our language laboratory to improve stress and intonation. Students who successfully complete this Intermediate Course will qualify for the Advanced Course in English offered at College Campus.

Advanced English Reading and Conversation For New Canadians LT 803

Monday and Wednesday or
Tuesday and Thursday,
7:00-9:00 p.m.;
9:00 to 11:00 a.m. Daily
College Campus
60 hours
Fee: $65.00

Course Content: For students who have already learned to speak and write basic English; includes vocabulary development, reading comprehension, developing conversational skills, business letters and report writing.

Speaking Canadian French (Basic) LT 804A

Tuesday and Thursday,
7:30-9:30 p.m.
College Campus
60 hours
Fee: $65.00

Speaking Canadian French (Intermediate) LT 804B

Tuesday and Thursday,
7:30-9:30 p.m.
College Campus
60 hours
Fee: $65.00

Speaking Canadian French (Advanced) LT 804C

Tuesday and Thursday,
7:30-9:30 p.m.
College Campus
60 hours
Fee: $65.00

Course Content: Acquisition of the distinctive Canadian features of French within general language development appropriate to the individual's competence; language is presented in relevant French-Canadian socio-cultural context.

Italian Language and Heritage (Basic) LT 806A

Tuesday and Thursday,
7:30-9:30 p.m.
College Campus
60 hours
Fee: $65.00

Italian Language and Heritage (Intermediate) LT 806B

Wednesday, 7:00-10:00 p.m.
College Campus
60 hours
Fee: $65.00

Italian Language and Heritage (Advanced) LT 806C

Monday, 7:00-10:00 p.m.
College Campus
60 hours
Fee: $65.00

Course Content: Develop language skills in contexts of contemporary Italian values and practices, especially those features of Italian life as they are involved in an urban Canadian society; situational application of the course should make it helpful not only to the general public but especially to those involved professionally with the largest ethnic group in our city.

Spanish Language and Heritage (Basic) LT 808A

Monday and Wednesday,
7:30-9:30 p.m.
College Campus
60 hours
Fee: $65.00

Spanish Language and Heritage (Intermediate) LT 808B

Monday and Wednesday,
7:30-9:30 p.m.
College Campus
60 hours
Fee: $65.00

Spanish Language and Heritage (Advanced) LT 808C

Monday and Wednesday,
7:30-9:30 p.m.
College Campus
60 hours
Fee: $65.00

Course Content: Development of facility in both the speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Spanish Culture, particularly the culture of the Spanish-speaking countries of North and South America.

Spanish For Travellers LT 816

Tuesday and Thursday
7:30-9:30 p.m.
College Campus
60 hours
Fee: $65.00

Course Content: This is the Spanish of the sunny countries and the course often culminates in a charter trip to one of these. The emphasis therefore, is on the practical side with students looking forward to visiting a beautiful country and to using Spanish.

Greek Language and Heritage (Intermediate) LT 811B

Monday and Wednesday
7:30-9:30 p.m.
College Campus
60 hours
Fee: $65.00

Course Content: This course develops facility in speaking and writing the language and will be given in contexts reflecting the most notable contemporary features of Greek culture.

Chinese Language and Heritage LT 805

Monday and Wednesday
7:30-9:30 p.m.
College Campus
60 hours
Fee: $65.00

Course Content: Instruction will be in Mandarin and Cantonese (if there is sufficient demand) highlighting the culture and values of the Chinese people in Canada.
The conversational method involving everything in social intercourse will prove helpful to all; and visits to Chinese festivals, theatres etc, will round out a delightful programme. Classroom instruction will be combined with practice in the language laboratory.

THEATRE ARTS
MUSIC & DANCE

Theatre Arts, Music and Dance

Theatre Arts

The Part-Time (Extension) courses described below are offered by the College in response to the widespread desire and need of people for participation in the dynamic and flourishing theatrical activities of Toronto. The courses provide the opportunity for serious study as well as for self-development and enjoyment.

Special Note

The course information given herein is the basic description.

The precise details of days-of-the-week, hours of the day, location, starting date, registration, etc. will be prepared in advance before the commencement of each term and an information flyer will be available in response to all enquiries.

Courses are offered in the Fall, Winter and Spring terms.

For this, and other information, PLEASE TELEPHONE the College during normal office hours:
Coordinator of Theatre Arts
967-1212, Local 334.

Acting for Beginners THEA 900

10 weeks
50 hours
Fee: $55.00

Acting - Intermediate Level THEA 901

10 weeks
50 hours
Fee: $55.00

Prerequisite: Successful completion of THEA 900 or equivalent training or experience.
THEA 900 and THEA 901 are intensive activity courses providing practical exploration and development of the actor's art through improvisation and physical, vocal and mental techniques. Contact with professional teachers and coaches will focus on contemporary and traditional techniques found in the new wave of Canadian Theatre and Playwriting.

Practical Playwriting (Workshop) THEA 909

10 weeks
30 hours
Fee: $35.00

This course is run by the dramaturgy department of the Factory Theatre Lab, known throughout Canada for its work in developing Canadian Plays, and involves all aspects of playwriting for the professional theatre. Working with professional actors and directors, the student will be helped towards developing the script to a performance vehicle.

Acting and the Speaker (Basic) THEA 923A

10 weeks
25 hours
Fee: $55.00

Acting and the Speaker (Advanced) THEA 923B

10 weeks
25 hours
Fee: $55.00

These courses are designed to assist professional, non-professional and student actors, radio and TV broadcasters and performers, teachers, lawyers, public speakers, politicians and others who wish to improve their communication skills before audiences, in social and business groups and in their person-to-person relationships.

Practical Theatre THEA 924

50 hours
Fee: $55.00

Involves project development and practical experience with a professional, performing company. Previous courses or acceptable experience are prerequisites.

Musical Comedy (Beginner Level) THEA 927

6 weeks
60 hours
Fee: $100.00

This course is designed for professionals, and others who have previous training and experiences in Acting or Dancing or Singing and wish to develop and further skills and artistry towards performance capability in musical comedy or small stage variety shows.

Musical Comedy (Advanced Level) THEA 927A

6 weeks
60 hours
Fee: $100.00

Includes refinement of skills, singing in harmony, techniques of concentration, memorizing, preparation for auditions.

Stage Management THEA 928

8 weeks
48 hours
Fee: $55.00

An intensive workshop course for professionals, semi-professionals and others who wish to develop the skills, artistry and techniques of stage management in a professional setting.

Drama, Movement and Communication Part I THEA 930A

10 weeks
50 hours
Fee: $75.00

Drama, Movement and Communication Part II THEA 930B

10 weeks
50 hours
Fee: $75.00

Muscular function of the body in movement growth and development: movement in traditional and current modes of dance for artistic expression and communication: choreography and improvisation: role playing and simulation: training and teaching techniques in use of the body for dramatic and artistic presentation.
These two courses are a sequence and have been approved by the Certification Council of OSSTF as a FULL CREDIT approved related course for TEACHERS upgrading their qualifications on the Theatre and Communications Arts Chart No. 13 of OSSTF Certification.

Dance Fundamentals THEA 905A

10 weeks
50 hours
Fee: $55.00

This course is designed for beginners and for those wishing to participate in meaningful exercise for personal enjoyment.

Modern Jazz Dance THEA 905E

10 weeks
50 hours
Fee: $55.00

Modern Jazz Dance instruction is given at beginner and intermediate levels.

Lois Smith School of Dance

Director: Lois Smith

The inclusion of The Lois Smith School of Dance as a program of the George Brown College ensures the continuation of the artistic policy and high standards of technical training that have given the school a foremost position and reputation across Canada.

The curriculum of all courses is designed for progression over a period of 39 weeks, which is divided into three terms of 13 weeks duration. A summer school is also offered during July and August where students may attend classes every day.

Program — Junior School

The Junior School provides for two levels of creative movement as a preparation for ballet. At age 8 years they begin training in a carefully graded system of six levels of ballet. At the appropriate time they are introduced to National dancing and Pointe work.

Admission requirements: To commence classes in September, 1977, students must be not less than six years of age on or before December 31, 1977. If they have had previous training a grading audition will be required.

Senior School

The Senior School provides training from Elementary to Advanced levels in ballet, pointe, modern, character and Benesh dance notation as well as providing performing experience.

Admission requirements: Completion of the Junior School program, or by audition.

The **Professional Course** is part of the Senior School and is for the advanced students who are able to spend most of the day in training. It is an intensive course of approximately 22 hours each week and is designed for students intent on dancing professionally. Admission is by audition only. Graduates may be eligible to join DANCESMITHS, an apprentice performing group sponsored by The Lois Smith Dance Foundation.

Non-professional school: A specially designed program for adults and non-professionals who wish to combine meaningful exercise with a deeper understanding of the technical aspects of dance. Instruction is offered in ballet, jazz, modern and pointe work and classes are graded from beginner to advanced levels.

For information on faculty members, audition dates, class schedules and fees please contact:

The Lois Smith School of Dance.
81A Front Street East
Toronto, Ontario M5E 1B8
Tel: (416) 363-9945

Spanish Dancing: For the 1976/77 season we have incorporated the Paula Moreno Spanish Dance School enabling us to offer a unique curriculum incorporating all the basic techniques of Spanish dance for Flamenco, Classical and Regional styles.

Music Courses

The Director of the Music Program is the conductor of the St. Catharines Symphony, Leonard Atherton.

The courses are designed to complement existing programs at secondary and post-secondary levels, and all are intended to further playing ability.

All courses are offered in Fall, Winter and Spring terms. (The Summer term takes the form of a specially designed Summer School of Music).

Please write or telephone: George Brown College, Music Department, P.O. Box 1015, Station "B", Toronto, Ontario M5T 1T9 (416) 967-1212 Extension 738/739.

Instrumental Group Instruction MU 944

Monday or Wednesday
10 weeks
20 hours
Fee: $70.00

Instruction in the following instruments will be offered for students studying the same instrument, (minimum of 5 students per class) Piano, Violin, Viola, Cello, Flute, Clarinet, Saxophone, Classical Guitar, and Flamenco Guitar.

Flamenco Guitar MU 948

Wednesday
10 weeks
20 hours
Fee: $70.00

Prerequisite: Ability to read the natural notes below the 5th Fret, and to read simple rhythms.
The basics of Flamenco technique including instruction in 3 forms.

Popular Keyboard (Beginning Basic) MU 910

Tuesday
10 weeks
20 hours
Fee: $60.00

Keys, major scale, treble and bass clefts, flats, sharps, triads, note values, counting, rhythm.

Popular Keyboard (Intermediate) MU 911

Tuesday
10 weeks
20 hours
Fee: $60.00

Continuation from MU 910: chord variations, key signatures, inversions, minor scales, rhythm, accompaniment.

Popular Keyboard (Advanced) MU 912

Thursday
10 weeks
20 hours
Fee: $60.00

Continuation from MU 911: chord onversions, ninth chord structures and voicings, full right hand, transposing, advanced accompaniment techniques.

Music Theory MU 940

Wednesday and Friday
10 weeks
30 hours
Fee: $70.00

Students having basic music-reading skills will study the rudiments of music theory. This course will include ear-training and keyboard harmony where applicable.
Minimum enrolment 5 students per class.

Harmony MU 941

Tuesday and Thursday
10 weeks
30 hours
Fee: $80.00

Students having completed MU 940 or equivalent, will study instrumental and vocal four-part writing, voice leading cadences with a significant portion of ear-training. Minimum enrolment — 5 students per class.

Orchestral Course

By arrangement with the Faculty of Music, University of Toronto, eligible students in the orchestral course are welcome to rehearse with the repertory orchestra on Fridays from 4:00 p.m. to 6:00 p.m. in Room 119, Edward Johnson Building.

For those eligible students who are unable to rehearse with the repertory orchestra, arrangements have been made for them to rehearse with the Mississauga Symphony Orchestra at Erindale College, 8:00 p.m. to 10:00 p.m. Tuesday evening.

Acceptance in the course is subject to audition.

Orchestral MU 938

Tuesday and Friday
10 weeks
20 hours
Fee: $25.00

Students having suitable instrumental competence will receive 20 hours of instructional participation with the concert orchestra. A chamber orchestra and/or large wind ensemble will be formed to accommodate students not eligible for the concert orchestras when sufficient students are enrolled.

Contemporary Music

The Director of the Contemporary Program is Bob McBride who has won the Juno Award for Male Vocalist and Male Entertainer of the year in 1973, and who was lead singer with "Lighthouse" for four years.

Courses are many and varied and are open to musicians of all levels, beginners to professionals.

Contemporary Acoustic Guitar CMU 903

Tuesday, Thursday and Friday
10 weeks
60 hours
Fee: $100.00

Usage of chord progressions rhythms, finger picking and formation of songs on guitar. This will be a very flexible class, which will be run by Bob Mcbride who has been playing acoustic guitar for fourteen years.

Contemporary Electronic Keyboard CMU 904

Tuesday, Thursday and Friday
10 weeks
60 hours
Fee: $100.00

Dealing in the use of: String Machine Synthesizers, Clavinet, Meletron and Piano. This class is very free in expression, where you can learn how these instruments work and how to play them properly. You will also be making tapes for yourselves, using one or a combination of the instruments.

Contemporary Song Writing CMU 905

Tuesday and Thursday
10 weeks
40 hours
Fee: $85.00

Content includes: structural change and proper wording. We will teach you how to write the type of songs which are used on the radio. This course does not only apply to people who write with instrumental backing, but also those who just sit down and write and would like to have their words put to music.

Contemporary Music Appreciation CMU 908

Tuesday and Thursday
5 weeks
20 hours
Fee: $40.00

This is the study of contemporary artists and their styles of playing, composing, and singing, covering the fields of rock, folk and jazz. We will be using tapes and live recordings in the course. The study of artists include Jimmy Hendrix, Eric Clapton, Joni Mitchell, George Benson, Peter Frampton, Bob McBride, Seals and Crofts, John McLaughlin, Dave Mason and many others.

Contemporary Vocal Class CMU 912

Monday, Wednesday and Friday
10 weeks
60 hours
Fee: $100.00

Dealing in harmonies, vocal textures, proper use of vocal octaves, learning popular songs as well as any songs you might have to offer. This class will be run by Bob McBride, who has been the lead voice on many hit records, such as "One Fine Morning".

Contemporary Rock Guitar CMU 913

Tuesday, Thursday and Friday
10 weeks
60 hours
Fee: $100.00

The teacher of this class is one of the best rock players in Canada. Amps will be provided as well as echo plexes, wawas, phazers, etc. Content includes new rhythms and all other facets of technique for playing in today's rock bands.

Contemporary Exclusive Piano CMU 914

Monday and Wednesday
10 weeks
40 hours
Fee: $80.00

For people interested in rock piano with classical and jazz touches. Some electric and acoustic pianos will be supplied. Styles of playing such as those of Keith Emerson and Rick Wakeman will be studied.

Contemporary Electric Bass CMU 915

Tuesday and Friday
5 weeks
20 hours
Fee: $70.00

This is a course for people interested in learining how to play this instrument properly in rock and folk music.

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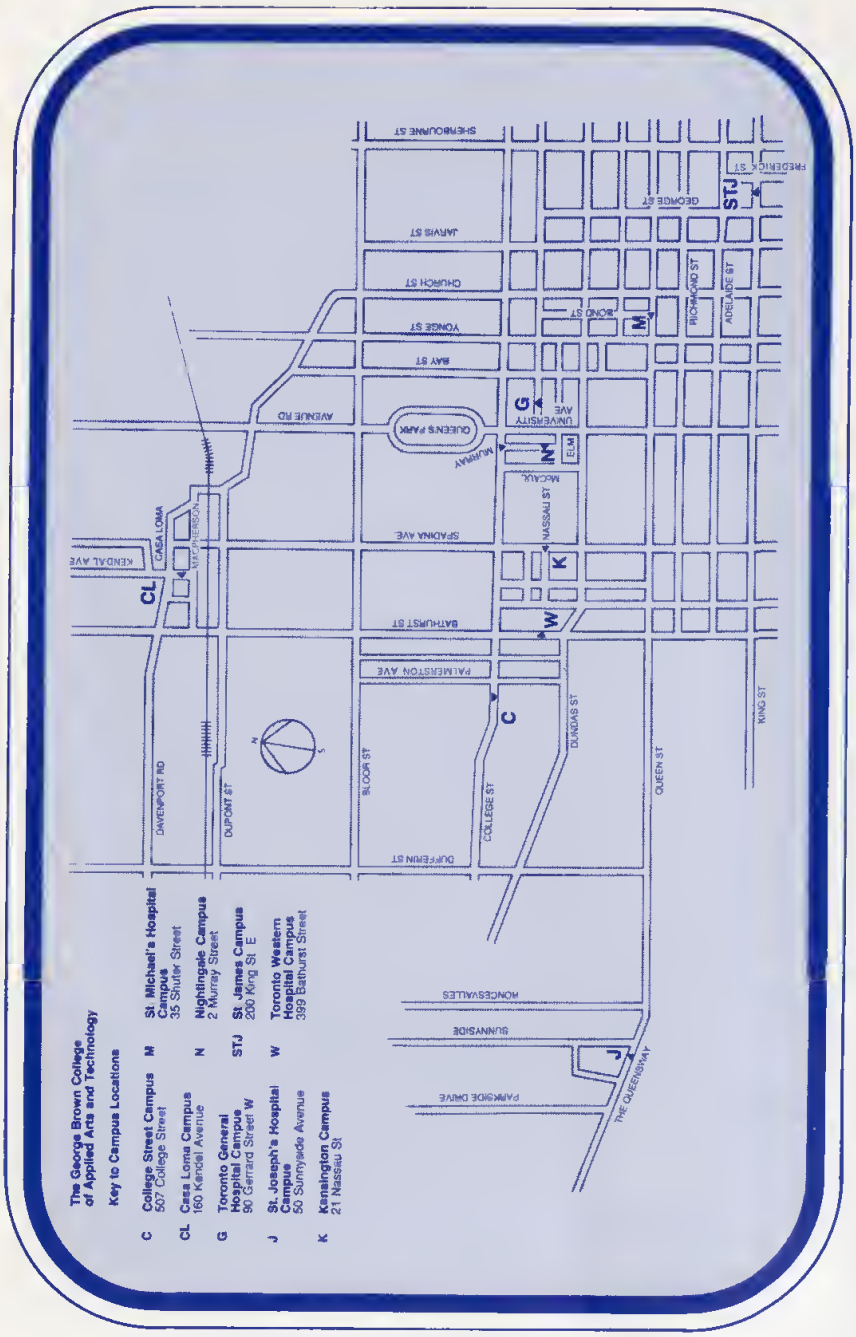

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